

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION



**DIRECTIVE: THE PROCESS TO CO-ORDINATE THE GRADING OF AN
ENTIRE OCCUPATIONAL CATEGORY OR CERTAIN LEVELS WITHIN
AN OCCUPATION BASED ON JOB EVALUATION**

ISSUED BY THE MINISTER FOR THE PUBLIC SERVICE AND ADMINISTRATION

1. INTRODUCTION

- 1.1 In 2004, the then Minister for Public Service and Administration (MPSA) issued a Directive to provide for a process to co-ordinate the upgrade of an entire occupational category or certain levels within an occupation based on job evaluation in a letter dated 26 March 2004.
- 1.2 The MPSA's Directive has been in place for close to ten years now and therefore in order to improve efficiencies and effectiveness in relation to the job evaluation process, a need for an amended Directive was determined.

2. PURPOSE

- 2.1 To establish consistency in the grading of transverse occupations/posts/jobs within the Public Service.

3. AUTHORISATION AND SCOPE OF APPLICATION

- 3.1 The Directive is issued in terms of the Public Service Regulations, Chapter 1, Part IV/B2 (b).
- 3.2 The Directive applies to all departments and government components, both nationally and provincially, including provincial administrations.
- 3.3 The Directive repeals the 2004 Directive issued on 26 March 2004 by the MPSA regarding a process to co-ordinate the upgrade of an entire occupational category or certain levels within an occupation based on job evaluation.

4. COMMENCEMENT

- 4.1 This new Directive shall take effect on 18 July 2013.

5. PROCESS TO BE FOLLOWED

- 5.1 The MPSA has, in accordance with Public Service Regulations, 2001, Chapter 1, Part IV/B.2(b), that the following process be followed when the grading of an entire occupational category or certain levels within an occupational category is considered:
 - 5.1.1 The department (at national or provincial level) that plans or initiates a process to **grade** an entire occupational category or certain levels within an occupational category, must approach the Department of Public Service and Administration (DPSA), which will determine whether an occupational category is utilised in other national and/or provincial departments. If the occupational category is not

utilised by other departments, the DPSA will advise accordingly that the relevant Department may implement the revised grades provided that the decision is supported by the results of a job evaluation process, as provided for in the Public Service Regulations, 2001.

- 5.1.2 If the occupation is also utilised by other national and/or provincial departments, the relevant Department should submit a Business Case outlining the need for a job evaluation process for the relevant occupations/posts/jobs. Essentially, the DPSA together with a Grading Committee will analyse and determine whether the Business Case submitted indeed justifies a need for job evaluation co-ordination process for a particular occupation/post/job. Once this requirement is met, the DPSA will guide the co-ordination process and in effect direct how the process is conducted. Receipt of Business Cases from departments does not necessarily entail that a job evaluation co-ordination process will be conducted. The DPSA will, in essence, still decide which occupations should ideally be subjected to the co-ordination process and how they will be prioritized.

6. ROLES AND RESPONSIBILITIES

- 6.1 The new co-ordination processes include/involve the following role players:

- 6.1.1 **MPSA/DPSA:** To determine whether an occupational category is utilised in other national and/or provincial departments. The DPSA to guide the co-ordination process and in effect direct how the process is conducted and in essence, decide which occupations should ideally be subjected to the co-ordination process and how they will be prioritized.
- 6.1.2 **Grading Committee:** To analyse and determine whether the Business Case submitted indeed justifies a need for job evaluation co-ordination process for a particular occupation/post/job and conduct job evaluation for transverse occupations/posts/jobs.
- 6.1.3 **Executive Authorities/Heads of the Department/Departments:** To submit Business Cases outlining the need for a job evaluation process for the relevant transverse occupations/posts/jobs and provide relevant supporting information when requested to do so. If the occupational category is not utilised by other departments, the relevant Department may conduct job evaluation and implement the revised grades provided that the decision is supported by the results of a job evaluation process as provided for in the Public Service Regulations, 2001.

ISSUED BY THE MINISTER FOR THE PUBLIC SERVICE AND ADMINISTRATION



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Minister for Public Service and Administration

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