



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

Private Bag X916, Pretoria, 0001. Tel: (012) 336 1000, Fax (012) 326 7802
Private Bag X9148, Cape Town, 8000. Tel: (021) 467 5120, Fax (021) 465 5484

Inquiries : V. Sakala
Telephone : (012) 336-1336
File : 16/P

TO ALL HEADS OF NATIONAL/PROVINCIAL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS


CIRCULAR 4 OF 2014

IMPLEMENTATION OF THE AMENDMENT TO PSCBC RESOLUTION 3 OF 2009 AND THE GRADING OF JOBS/POSTS ON SALARY LEVELS 9/10 AND 11/12

1. The DPSA Circulars 16/P dated 25 February and 15 March 2013 refer.
2. The Minister for Public Service and Administration (MPSA) has directed that Circular 16/P dated 15 March 2013 be withdrawn with immediate effect and is from henceforth substituted by this Circular.
3. Please note that this Directive must be read in conjunction with PSCBC, **Resolution 3 of 2009, DPSA Circulars 16/P dated 12 September 2011 and 25 February 2013**. Furthermore, this Directive **should not be** interpreted as a general upgrading of all posts/jobs from salary level 9 to 10 and salary level 11 to 12.
4. The MPSA has further directed the measures here-under in respect of the grading of Assistant Director (ASD) and Deputy Director (DD) jobs/posts on salary levels 9/10 and 11/12. These grading measures are meant to clarify grading processes and procedures in respect of ASD and DD posts graded on salary levels 9, 10, 11 and 12. These procedures are in line with the new Directive on co-ordination processes, which was forwarded to departments on 14 February 2014 (Annexure A).
5. Jobs in corporate services appear transverse in all departments in the Public Service and similar jobs must be graded similarly. Departments are required to consult the MPSA on the grading of ASD and DD posts/jobs on salary levels 9, 10, 11 and 12 within corporate services (Program 1) with effect from 1 August 2012. The following principles shall apply in this regard:
 - (a) The Minister directs in terms of PSCBC Resolution 1 of 2012 Clause 18.1 and as set out in Circular 16/P dated 25 February 2013 that all posts/jobs that were graded on salary levels 10 and 12 between 1 July 2010 and 31 July 2012 and whose incumbents were appointed on salary levels 9 and 11 be automatically upgraded to salary levels 10 and 12 respectively with effect from 1 August 2012, subject to the availability of supporting job evaluation results.
 - (b) The MPSA directs in terms of Section 3. (1)(c) and 3.(2) of the Public Service Act that *"Should executive authorities grade new jobs/posts or regrade existing jobs/posts within the corporate services environment at salary levels 9,10 ,11 or 12, the grades of such jobs/posts must be consulted with and approved by the MPSA before a final decision on the grade of the post is*

taken". This Directive is applicable to posts/jobs and employees who were appointed on or after 1 August 2012.

- (c) The Minister also directs that where job evaluation and grading process has never been conducted and where there are no records of any job evaluation being conducted in the past, such jobs/posts should be job evaluated and consulted with the MPSA and full motivation should be provided why these posts/jobs should not be regraded from a running date.
6. In consulting the DPSA, departments are required to provide the following supporting documents in order for the DPSA to provide appropriate, objective and timely advice on the grading of jobs/posts:
 - (a) Job descriptions for relevant jobs/posts to be considered for consultation;
 - (b) An organisational structure on which the relevant jobs/posts appear;
 - (c) A completed Equate/Evaluate Report with an indication of factor and overall job scores;
 - (d) Service record for affected employees or employees who occupy consulted posts with effect from 1 August 2012; and
 - (e) A motivation for a specific grade, if necessary or where applicable.
 - (f) In order to ensure that consultation that is conducted is mandated, requests for the grading of jobs/posts should be addressed to the Director-General through official letters from Heads of Departments (HoDs) or their delegated officials. Such consultations should be made just before the HoD approves the grading after the Departmental Job Evaluation Panel has considered the relevant posts and made recommendations. Therefore, the HoDs' approval of JE is subject to consultation and approval by the MPSA.
 7. With the consideration of the grading of all posts/jobs, it should be ensured that due job evaluation processes be followed in terms of prescripts, including Circular 16/P dated 12 September 2011, to prevent any unnecessary queries, grievances or disputes.
 8. In line with the Minister's authority in terms of the Public Service Act, 1994, as amended and Public Service Regulations, 1999, as amended, departments must still grade new posts and regrade existing posts in the **core business line function** with the job evaluation processes, if the posts are not covered by the Occupational Specific Dispositions (OSDs).
 9. Departments are therefore advised that the funds to implement the regrading must be defrayed from departmental budgets. Note should be taken that incorrect and irregular implementation and application of this circular should be corrected and overpayments, where applicable recovered. Therefore, the necessary remedial administrative actions must be undertaken by the relevant accounting officers.


DIRECTOR-GENERAL
DATE: 05/08/2014