



the dpsa

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TO ALL HEADS OF NATIONAL/PROVINCIAL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS

CIRCULAR 1 OF 2016

COMPLIANCE WITH PUBLIC SERVICE ACT, 1994 AND THE IMPLEMENTATION DIRECTIVE (CIRCULAR 4 OF 2014) ON THE GRADING OF CORPORATE SERVICE (PROGRAM 1) JOBS/POSTS GRADED ON SALARY LEVELS 9, 10, 11 AND 12.

1. The Department of Public Service and Administration (DPSA) has received numerous complaints regarding non-compliance with the implementation directive (Circular 4 of 2014) on the grading of Corporate Services (Program 1) jobs/posts on salary levels 9, 10, 11 and 12.
2. In terms of paragraph 5 of Circular 4 of 2014, the Minister for Public Service and Administration (MPSA) directed as follows:
 - (a) *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) *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; and*
 - (c) *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.*
3. To date the DPSA has been consulted by a number of national and provincial departments. However, the level of compliance with the Minister's directive is a concern, therefore, necessitating a need to enforce compliance with Public Service Act, 1994 (Chapter V, Section 16A) and (Chapter VIII, Section 38).

4. Where departments have already upgraded and absorbed employees who were appointed from 01 August 2012 on jobs/posts graded on salary levels 10 and 12 in Corporate Service (Program 1) without consultation with the MPSA, such departments should reverse those irregular upgrades and overpayments must be recovered. The necessary remedial administrative action must be undertaken in terms of the PSA, 1994 Section 16A and Section 38.



DIRECTOR-GENERAL

DATE: 06/04/2016