



the dpsa

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TO ALL HEADS OF PROVINCIAL TREASURIES

BENCHMARK JOB DESCRIPTIONS AND GRADING LEVELS FOR CORE JOBS/POSTS IN PROVINCIAL TREASURIES

1. The Minister for the Public Service and Administration directed in terms of Public Service Regulation 41.(2)(d) that the core jobs/posts in the Provincial Treasuries indicated below be graded at the salary levels indicated with effect from 1 April 2018.
2. Please note that in terms of Public Service Regulation 43. (2) an Executive Authority (EA) shall determine the grade of the post to correspond with the evaluation by the Minister in terms of Regulation 41(2)(d) on a date determined by the Minister. The effect of this directive is that the relevant posts cannot be graded by the EAs anymore.
3. The benchmarked job descriptions and grading levels covers the following work streams:
 - (a) Financial Governance
 - (b) Sustainable Fiscal Resource Management
 - (c) Supply Chain Management and Asset Management
 - (d) Municipal Finance Management Act

Item	Job	Grade level
FINANCIAL GOVERNANCE		
1	Deputy Director: LOGIS	11
2	Assistant Director: LOGIS Support	9
3	Assistant Director: LOGIS Training	9
4	Administrative Officer: LOGIS Support	7
5	Administrative Officer: LOGIS Training	7
6	Administrative Officer: Codification	7


Item	Job	Grade level
7	Deputy Director: PERSAL	11
8	Assistant Director: PERSAL User Support	9
9	Assistant Director: PERSAL Training	9
10	Administrative Officer: PERSAL User Support	7
11	Administrative Officer: PERSAL Training	7
12	Deputy Director: BAS	11
13	Assistant Director: BAS	9
14	Administrative Officer: BAS	7
15	Deputy Director: Internal Audit	11
16	Assistant Director: Internal Audit	9
17	Deputy Director: Accounting Compliance	11
18	Assistant Director: Accounting Compliance	9
19	Deputy Director: Support (Provincial Accounting)	11
20	Assistant Director: Support (Provincial Accounting)	9
21	Deputy Director: Provincial Reporting	11
22	Assistant Director: Provincial Reporting	9
23	Deputy Director: Capacity Building and Support	11
24	Assistant Director: Capacity Building and Support	9
25	Deputy Director: Monitoring and Compliance	11
26	Assistant Director: Monitoring and Compliance	9
27	Deputy Director: Transversal Technical Support	11
28	Assistant Director: Transversal Technical Support	9
29	Deputy Director: Transversal Risk Management	11
SUSTAINABLE FISCAL RESOURCE MANAGEMENT		
30	Deputy Director: Macro Economic Analysis	11
31	Assistant Director: Macro Economic Analysis	9

Item	Job	Grade level
32	Deputy Director: Fiscal Policy Analysis	11
33	Assistant Director: Fiscal Policy Analysis	9
34	Deputy Director: Budget Management	11
35	Assistant Director: Budget Management	9
36	Deputy Director: Public Finance Management	11
37	Assistant Director: Public Finance Management	9
38	Deputy Director: Data Management	11
39	Assistant Director: Data Management	9
SUPPLY CHAIN MANAGEMENT AND ASSET MANAGEMENT		
40	Deputy Director: SCM Policy Norms	11
41	Assistant Director: SCM Policy Norms	9
42	Deputy Director: Asset Management	11
43	Assistant Director: Asset Management	9
44	Deputy Director: Transversal Contracts	11
45	Assistant Director: Transversal Contracts	9
46	Deputy Director: Compliance	11
47	Assistant Director: Compliance	9
48	Deputy Director: Strategic Procurement	11
49	Assistant Director: Strategic Procurement	9
50	Deputy Director: Banking	11
51	Assistant Director: Banking	9
52	Deputy Director: Cash Flow Management	11
53	Assistant Director: Cash Flow Management	9
54	Deputy Director: Liabilities Management	11
55	Assistant Director: Liabilities Management	9
56	Deputy Director: Banking and Cash Flow Management	11

Item	Job	Grade level
57	Assistant Director: Banking and Cash Flow Management	9
MUNICIPAL FINANCE MANAGEMENT ACT (MFMA)		
58	Deputy Director: Municipal Budget Analyst	11
59	Assistant Director: Municipal Budget Analyst	9
60	Deputy Director: Municipal Budget Economist	11
61	Assistant Director: Municipal Budget Economist	9
62	Deputy Director: Accounting and Financial Reporting	11
63	Assistant Director: Accounting and Financial Reporting	9
64	Deputy Director: Municipal Revenue and Debt Management	11
65	Assistant Director: Municipal Revenue and Debt Management	9
66	Deputy Director: Municipal SCM	11
67	Assistant Director: Municipal SCM	9
68	Deputy Director: Municipal Asset Management	11
69	Assistant Director: Municipal Asset Management	9
70	Deputy Director: MFMA Implementation and Capacity Building	11
71	Assistant Director: MFMA Implementation and Capacity Building	9
72	Deputy Director: Internal Audit	11
73	Assistant Director: Internal Audit	9
74	Deputy Director: Risk Management	11
75	Assistant Director: Risk Management	9

4. Considering this determination the Minister directed the following with regard to the grades of the relevant posts:
- (a) The establishment of this benchmark job descriptions and grading levels is not an upgrading exercise. No posts should be upgraded through the implementation of this benchmark job grades.
 - (b) It has been established that the regulatory framework and the operating environment of the applicable posts are the same and quite prescriptive. The argument by some departments that their operating environment is unique and justifies a different salary grade is therefore incorrect and not justifiable.

- (c) Please note that the benchmark job grades will not affect the remuneration position of serving employees at salary levels 10 and 12 as their salary position is protected in terms of Section 34 of the Public Service Act. However, any new appointments or transfers to the relevant posts should be done in terms of the benchmark salary grades.
 - (d) The effect of this determination is that the posts of Assistant and Deputy Director mentioned above cannot be advertised at salary levels 10 and 12 by provinces with effect from the date of this directive.
 - (e) The benchmark salary grades are applicable to the posts performing the functions as set out in the job descriptions. If it is determined that posts do exist that justifies a different salary grade based on the functions attached to the post the MPSA must be approached to consider the grade of the post.
 - (f) The benchmark job descriptions and grading levels in effect create a new service delivery model in terms of which departments must establish and structure the relevant units in future.
 - (g) Different combinations of functions in posts does not mean the creation of posts that are unique and that justify different salary grades.
 - (h) It is reiterated that this excise should not result in the upgrading of any posts, the National Treasury has been informed in this regard and they should not be approached for additional funds under the guise that it was additional expenditure resulting from a policy intervention by the DPSA.
5. Compliance with the MPSA's directive is not discretionary. Therefore, implementation and compliance will be monitored in terms of section 16A of the Public Service Act, 1994.


ACTING DIRECTOR-GENERAL
DATE: 2018/02/20