



the dpsa

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CIRCULAR 19 OF 2018

TO ALL HEADS OF NATIONAL/PROVINCIAL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS

BENCHMARK JOB DESCRIPTIONS AND GRADING LEVELS FOR POSTS AT SALARY LEVELS 9 TO 12 IN FINANCE AND RELATED FUNCTIONS

1. The Minister for the Public Service and Administration (MPSA) has directed that Circular 7 of 2018 dated 12 June 2018 be withdrawn with immediate effect and is from henceforth substituted by this Circular.
2. The MPSA directed in terms of Public Service Regulation 41 (2)(d) that the *"the jobs in the finance environment indicated below be graded at the salary levels indicated"*.
3. Please note that in terms of Public Service Regulation 43 (2) an Executive Authority shall determine the grade of the post to correspond with the evaluation by the Minister in terms of Regulation 41 (2)(d). The effect of this directive is that the relevant posts cannot be graded by executive authorities anymore.

Item	Job	Grade level
1	Assistant Director: Management Accounting	9
2	Deputy Director: Management Accounting	11
3	Assistant Director: Financial Accounting	9
4	Deputy Director: Financial Accounting	11
5	Assistant Director: Supply Chain Management (Risk and Performance Management)	9
6	Deputy Director: Supply Chain Management (Risk and Performance Management)	11
7	Assistant Director: Supply Chain Management (Demand)	9
8	Deputy Director: Supply Chain Management (Demand)	11
9	Assistant Director: Supply Chain Management (Acquisition)	9

10	Deputy Director: Supply Chain Management (Acquisition)	11
11	Assistant Director: Supply Chain Management (Logistics and Disposal)	9
12	Deputy Director: Supply Chain Management (Logistics and Disposal)	11
13	Assistant Director: Supply Chain Management (Contract Management)	9
14	Deputy Director: Supply Chain Management (Contract Management)	11
15	Assistant Director: Asset Management	9
16	Deputy Director: Asset Management	11
17	Assistant Director: Risk Management	9
18	Deputy Director: Risk Management	11
19-	Assistant Director: Internal Audit	9
20	Deputy Director: Internal Audit	11

4. The benchmark job descriptions provided to departments under cover of DPSA Circular 7 of 2018 are still applicable.
5. Considering the abovementioned determination the Minister directed the following with regard to the grades of the relevant posts:
 - (a) The establishment of these benchmark job descriptions and grading levels is not an upgrading exercise. No posts should be upgraded through the implementation of these benchmark job descriptions and grading levels.
 - (b) It was established that the applicable regulatory framework and the operating environment of the relevant posts in departments are the same and the framework quite prescriptive.
 - (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) Please note that jobs are graded on the functions attached to the jobs and not the job title. If jobs are to be regraded the job title should also be amended to reflect the position of the regraded job, specifically in cases where the job is downgraded.
 - (e) 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 departments with effect from the date of this directive. The advertisement of these jobs/posts should be in line with the requirements as set out in the benchmark job descriptions as determined and departments cannot deviate therefrom with effect from the date of this Directive. The job descriptions and grading levels for posts/jobs not covered in this Circular (e.g. System Controllers, Internal Control, State Accountants, etc.) will be addressed in future.
 - (f) 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 exist or are required that justify a

different salary grade based on the functions attached to the post, the MPSA must be approached in terms of the consultation directive set out in Circulars 16/P and 4 of 2014 dated 25 February 2013 and 5 August 2014 respectively to considered the grade of the post. This is also applicable to posts/jobs at Assistant and Deputy Director levels that were not covered in this Directive.

- (g) It is a known fact that departments name their posts/jobs differently based on their needs. However, departments are advised that where they have titled a post/job e.g. Assistant Director: Salary Administration/Management and these functions are similar to the ones covered for example, in the Assistant Director: Financial Accounting, the job title should be amended and aligned with the generic job description.
 - (h) Where posts performing similar support services functions as the benchmark job descriptions are created in line function, to support line function, such posts shall be graded in line with the benchmark job descriptions and grading levels.
 - (i) 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.
 - (j) Posts performing the functions as set out in the benchmark job descriptions and graded at the benchmark grading levels need not be consulted with the MPSA. However, the grades of posts that deviate from the benchmark grades must be consulted with the MPSA as required in the relevant consultation circulars.
 - (k) A cost analysis was conducted by the DPSA that indicated that no additional funding should be incurred by departments (refer to paragraph 5. (a) above). However, should departments be in a position that additional funds are required the costs must be defrayed from the budget of the department concerned. This exercise cannot be utilised to approach Treasury for additional funds on the basis of a policy intervention by the DPSA. National Treasury has been informed not to approve any request for additional funds emanating from the implementation of this directive.
 - (l) The need to establish new jobs in the finance environment has been identified. Departments will be informed about the job descriptions and grading levels for such jobs as soon as it becomes available. Should departments establish and need to grade such jobs before the benchmark job descriptions and grades are available, the grades of the jobs should be consulted with the MPSA in terms of the consultation directive
6. 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.



PROF. R LEVIN

DIRECTOR-GENERAL

DATE: 27/09/18