



# the dpsa

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

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Inquiry : D. Khoathane  
Telephone : 012 336 1483  
File Number : 16/P

## CIRCULAR 18 OF 2018

### TO ALL NATIONAL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS.

1. As you may be aware, the Minister for the Public Service and Administration (MPSA) has approved the coordination process for the below mentioned lower level jobs/posts within departments (National and Provincial Departments).
2. The MPSA requests departments to furnish and confirm post establishment information and possible financial implications should the recommended grading results be implemented. The requested information should be provided on the attached template (Annexure A).
3. The proposed grading levels for identified jobs are as follows:

Item	Job	Salary ranges in terms of CORE	Grade level
1	Food Service Aid/Worker	1-5	2
2	Food Service Aid/Worker Supervisor	1-5	4
3	Household Aid/Worker	1-5	2
4	Household Aid/Worker Supervisor	1-5	4
5	Linen Worker	1-5	2
6	Laundry Worker	1-5	2
7	Laundry/Laundry Worker Supervisor	1-5	4
8	Porter	1-4	2
9	Mortuary Assistant	-	2
10	Orthopaedic Shoemaker	2-3,5-8	5
11	Messenger	1-4	2
12	Data Capturer	2-7	4
13	Receptionist	2-7	4
14	Security Officer Supervisor	2-8	5
15	Security Officer	2-8	3
16	Teacher Aid	-	3
17	Tradesman Aid	1-7	3
18	Operator	2-8	3
19	Driver Operator	2-8	3
20	Driver (Heavy Duty)	3-6	3
21	Road Worker	1-7	3
22	Road Work Foreman	1-7	5
23	Road Superintendent	5-8	8

4. Annexure B contains post establishment information sourced from the PERSAL system with regard to the above-mentioned posts for reconciliation.

5. Please note that this Circular is for consultation purpose only. Departments should not regrade or implement the proposed grades for posts/jobs until such time that the MPSA issues the final grading decision in terms of regulation 41(3) of the Public Service Regulations 2016.
  
6. Departments are requested to provide post establishment information and cost implications to Ms Deborah Khoathane on or before 26 November 2018 on email address: [Deborah.Khoathane@dpsa.gov.za](mailto:Deborah.Khoathane@dpsa.gov.za).



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**PROF RICHARD LEVIN**  
**DIRECTOR-GENERAL**  
DATE: 30/10/18

FULL YEAR COST										
NAME OF PROVINCIAL/NATIONAL DEPARTMENT:										
ITEM	JOB TITLE	SALARY LEVEL	CURRENT SALARY NOTCH R.P.A.	REVISED SALARY LEVEL	REVISED SALARY NOTCH R.P.A.	DIFFERENCE BETWEEN CURRENT AND REVISED SALARY NOTCH	COST	NUMBER OF STAFF	TOTAL COSTS	
1	Linen/Laundry Supervisor	3	115 437	4	136 800	R 21 363	R 25 920	4	R 103 679	
2	Linen	1	83 864	2	90 081	R 6 217	R 7 543	10	R 75 431	
3	Laundry	2	90 081	2	90 081	R 0	R 0	20	R 0	
4	Orthopaedic Shoemaker	4	136 800	5	163 563	R 26 763	R 32 472	8	R 259 772	
5	Teacher Aids	2	90 081	3	115 437	R 25 356	R 30 764	6	R 184 587	
6	Messenger	1	83 864	2	90 081	R 6 217	R 7 543	5	R 37 715	
<b>TOTAL</b>										<b>R 661 184 20</b>

**ANNEXURE A**

NOTE: The above is just an example, departments will fill the information based on what currently exist within the department