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CIRCULAR 10 OF 2019

TO ALL HEADS OF NATIONAL/PROVINCIAL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS

BENCHMARK JOB DESCRIPTIONS AND GRADING LEVELS FOR LOWER LEVEL JOBS IN THE PUBLIC SERVICE


1. The Minister for the Public Service and Administration directed in terms of Public Service Regulation 41.(2)(d) that lower levels jobs/posts in the public service as indicated below be graded at the salary levels as indicated.
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 approved benchmark job descriptions and grading levels cover the following:

Item	Job	Grade level
1	Food Service Aid/Worker	2
2	Food Service Aid/Worker Supervisor	4
3	Household Aid/Worker	2
4	Household Aid/Worker Supervisor	4
5	Linen Worker	2
6	Laundry Worker	2
7	Linen/Laundry Worker Supervisor	4
8	Porter	2

Item	Job	Grade level
9	Mortuary Assistant	2
10	Orthopaedic Shoemaker	5
11	Messenger	2
12	Data Capturer	4
13	Receptionist	4
14	Security Officer Supervisor	5
15	Security Officer	3
16	Teacher Aids	3
17	Tradesman Aids	3
18	Operator (Earthmoving and non-earthmoving equipments)	3
19	Driver Operator (Earthmoving and non-earthmoving equipments)	3
20	Driver (Heavy Duty Vehicles)	3
21	Road Worker	3
22	Road Work Foreman	5
23	Road Superintendent	8

4. Considering this determination the Minister directed the following with regard to the grades of the relevant posts:
- (a) It has been established that the regulatory framework and the operating environment of the applicable posts are the same. The argument by some departments that their operating environment is unique and justifies a different salary grade is therefore incorrect and not justifiable.
 - (b) Please note that the benchmark job grades will not affect the remuneration position of serving employees at higher salary levels 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.

- (c) The effect of this determination is that these jobs/posts mentioned above cannot be advertised differently by departments with effect from the implementation date of this directive.
 - (d) 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.
 - (e) Different combinations of functions in posts does not mean the creation of posts that are unique and that justify different salary grades.
5. 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 and has confirmed that departments should fund the cost implications from their allocated baseline.
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.


DIRECTOR-GENERAL
DATE: 24/10/2019

IMPLEMENTATION MEASURES**BENCHMARK JOB DESCRIPTIONS AND GRADING LEVELS FOR LOWER LEVEL JOBS IN THE PUBLIC SERVICE**

1. The Minister for the Public Service and Administration directed in terms of DPSA Circular 37 of 2019 that the jobs/posts indicated below should be graded at the salary levels as determined. The implementation date will be in accordance with Public Service Regulation 45(3).
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 jobs/posts:

EXISTING JOB			REGRADED JOB		
JOB	SALARY LEVEL	SALARY NOTCH	JOB	SALARY LEVEL	SALARY NOTCH
Food Service Aid/Worker	1-5	All salary notches	Food Service Aid/Worker	2	NB: Translation is effected to the minimum notch. <ul style="list-style-type: none"> • Departments should create posts in accordance with the benchmark job descriptions in terms of their service delivery requirements and the competencies, experience and qualifications required to perform the work at this level. 1. Undergraded posts/jobs <ul style="list-style-type: none"> • Employees currently occupying posts graded at salary levels lower than the determined grades by the MPSA should be absorbed into the posts on salary levels approved by the MPSA on the basis set out in the Public Service Regulation 45 (2).
Food Service Aid/Worker Supervisor	1-5	All salary notches	Food Service Aid/Worker Supervisor	4	
Household Aid/Worker	1-5	All salary notches	Household Aid/Worker	2	
Household Aid/Worker Supervisor	1-5	All salary notches	Household Aid/Worker Supervisor	4	
Linen Worker	1-5	All salary notches	Linen Worker	2	
Laundry Worker	1-5	All salary notches	Laundry Worker	2	
Linen/Laundry Worker Supervisor	1-5	All salary notches	Linen/Laundry Worker Supervisor	4	
Porter	1-4	All salary notches	Porter	2	
Mortuary Assistant	-	All salary notches	Mortuary Assistant	2	
Orthopaedic Shoemaker	2-3,5-8	All salary notches	Orthopaedic Shoemaker	5	

ANNEXURE A

Posts/jobs	Grades	All salary notches	Current Salary	Proposed Salary
Messenger	1-4	All salary notches	Messenger	2
Data Capturer	2-7	All salary notches	Data Capturer	4
Receptionist	2-7	All salary notches	Receptionist	4
Security Officer Supervisor	2-8	All salary notches	Security Officer Supervisor	5
Security Officer	2-8	All salary notches	Security Officer	3
Teacher Aids	-	All salary notches	Teacher Aids	3
Tradesman Aids	1-7	All salary notches	Tradesman Aids	3
Operator	2-8	All salary notches	Operator (Earthmoving and non-earthmoving equipments)	3
Driver Operator	2-8	All salary notches	Driver Operator (Earthmoving and non-earthmoving equipments)	3
Driver (Heavy Duty)	3-6	All salary notches	Driver (Heavy Duty Vehicles)	3
Road Worker	1-7	All salary notches	Road Worker	3
Road Work Foreman	1-7	All salary notches	Road Work Foreman	5
Road Superintendent	5-8	All salary notches	Road Superintendent	8

2. Posts/jobs graded on the same salary levels

- Employees currently occupying posts graded at salary levels equivalent to the grades as determined by the MPSA should be absorbed into the posts on salary levels approved by the MPSA on the basis set out in the Public Service Regulation 45 (2) with the retention of their current salary levels and notches.

3. Overgraded posts/jobs

- Employees currently occupying posts graded higher than the grades as determined by the MPSA should be absorbed into posts on salary levels approved by the MPSA with the retention of their current salary levels and notches.
- Posts graded on higher salary levels should be phased out by departments as and when they become vacant. No future appointments at higher salary levels than those determined by the MPSA will be allowed.
- Employees whose jobs/posts are currently graded two salary levels higher than the determined grades by the MPSA will be on personal salary notches. This implies that they will not qualify for grade progression in terms of paragraph 28.2 of the 2019 Incentive Policy Framework.

ANNEXURE A

4. Considering this determination the Minister directed the following with regard to the grades of the relevant posts:
 - (a) It has been established that the operating environment of the applicable posts is the same. The argument by some departments that their operating environment is unique and justifies a different salary grade is therefore incorrect and not justifiable.
 - (b) Please note that the benchmark job grades will not affect the remuneration position of serving employees at higher salary levels as their salary position is protected in terms of Section 34 of the Public Service Act. However, any new appointments to the relevant posts should be done in terms of the benchmark salary grades.
 - (c) The effect of this determination is that these jobs/posts mentioned above cannot be advertised differently by departments with effect from the implementation date of this directive.
 - (d) The benchmark salary grades are applicable to the posts performing the functions as set out in the job descriptions.
 - (e) Different combinations of functions in posts does not mean the creation of posts that are unique and that justify different salary grades.
5. The National Treasury has been informed in this regard and has confirmed that departments should fund the cost implications from their allocated baseline.
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.