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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

Private Bag X916, PRETORIA, 0001. Tel: (012) 336 1000, Fax: (012) 326 7802
Private Bag X9148, CAPE TOWN, 8000. Tel: (021) 467 5120, Fax: (021) 467 5484

Enq : Titus Nkosi
Tel : (012) 336 1256
File : 16/P

CIRCULAR 45 OF 2020

TO ALL HEADS OF NATIONAL/PROVINCIAL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS

DIRECTIVE ON THE IMPLEMENTATION OF THE BENCHMARK JOB DESCRIPTIONS, GRADING LEVELS AND IMPLEMENTATION GUIDELINES FOR POSTS/JOB IN THE INFRASTRUCTURE UNITS OF THE PROVINCIAL TREASURIES

1. The Minister for the Public Service and Administration (MPSA) issued a revised directive to provide for a process in terms of which the upgrading of occupations that are utilised by more than one Department should be coordinated amongst the Departments involved. This directive was communicated to executing authorities under cover of a letter dated 14 February 2014.
2. The DPSA and the National Treasury embarked on a coordination process with regard to posts/jobs in the Infrastructure units of the Provincial Treasuries. In short, the process entailed the following:-
 - (a) Development of draft benchmark job descriptions in consultation with Provincial Treasuries.
 - (b) The grading of relevant posts/jobs by Job Analysts from various Provincial Treasuries supported by the National Treasury.
 - (c) The quality assurance and moderation by a JE panel consisting of Panel Members from various Offices of the Premier, Provincial Treasuries and the DPSA.
3. The final draft benchmark job descriptions and grading levels are as follows:-

Item	Jobs	Grade level
1	Chief Director: Infrastructure Management	14
2	Director: Provincial Infrastructure Performance Management	13
3	Director: Municipal Infrastructure Performance Management	13
4	Director: Public Private Partnerships	13
5	Deputy Director: Provincial Infrastructure Performance Management	11
6	Deputy Director: Municipal Infrastructure Performance Management	11

Item	Jobs	Grade level
7	Deputy Director: Public Private Partnerships	11
8	Assistant Director: Provincial Infrastructure Performance Management	9
9	Assistant Director: Municipal Infrastructure Management	9
10	Assistant Director: Public Private Partnerships	9

4. Following the above-mentioned process, the MPSA approved that with effect from 1 April 2021, the directive on the benchmark job descriptions, grading levels and implementation guidelines be implemented by Departments/Provinces in terms of Regulation 41 (2)(d) of the Public Service Regulation, 2016 in the infrastructure units of the Provincial Treasuries as indicated above.
5. Please note that in terms of Regulation 43(2) of the Public Service Regulation, 2016 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/jobs cannot be graded by the EAs anymore.
6. Considering this determination, the Minister directed the following with regard to the grades of the relevant posts/jobs:
 - (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 grades.
 - (b) It has been established that the regulatory framework and the operating environment of the applicable posts/jobs are the same and quite prescriptive.
 - (c) Please note that the benchmark job descriptions and grading levels 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/jobs 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 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.
 - (f) In order to assist Provinces with the roll out of the posts/jobs in the Infrastructure units of the Provincial Treasuries, National Treasury provided funding for the appointment of personnel.
7. This directive is issued in terms of the Public Service Regulations 2016, Regulation 41(2)(d) and the grading decision is final.
8. 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.

9. Benchmark job descriptions and grading levels may, on request, be supplied in electronic format. Please submit formal requests in this regard to Mr. Titus Nkosi via e-mail at Titus.Nkosi@dpsa.gov.za or telephone (012) 336 1256.



Ms. YOLISWA MAKHASI
DIRECTOR-GENERAL

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