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

1. Departments should use the directive set out below to implement the benchmark job descriptions and grading levels for posts/jobs in the Infrastructure units of the Provincial Treasuries.
2. Employees occupying these posts shall be managed in terms of Section 34 of the Public Service Act, 1994.
3. If departments have these posts in their current establishments or intend to create these posts in line with the generic organisational structures for Provincial Treasuries, such posts shall be created/redefined in accordance with the benchmarked job descriptions, with due consideration to the service delivery requirements of the department and the competencies, experience and qualifications required to perform the work. Employees should be absorbed in the regraded/redefined posts on the basis of the functions as set out in the benchmarked job descriptions. The creation of new posts shall be implemented in line with the benchmarked job descriptions and grading levels.
4. The following guidelines must be utilised to determine translation to the revised grades:-

EXISTING POSITION			REVISED POSITION		
RANK	SALARY RANGE	NOTCH	RANK	SALARY RANGE	NOTCH
Assistant Director (Provincial Infrastructure Performance Management, Municipal Infrastructure Performance Management & Public Private Partnerships).	9	All salary notches.	Assistant Director (Provincial Infrastructure Performance Management, Municipal Infrastructure Performance Management & Public Private Partnerships).	9	Translation with retention of existing salary notch. Posts shall be created on salary level 9 if functions set out in the benchmark job descriptions are performed. Incumbents currently in posts graded at salary level 10 should be absorbed into posts on salary level 9 with the retention of their current salaries and salary levels in line with Section 34 of the Public Service Act, 1994.

EXISTING POSITION			REVISED POSITION		
RANK	SALARY RANGE	NOTCH	RANK	SALARY RANGE	NOTCH
Deputy Director (Provincial Infrastructure Performance Management, Municipal Infrastructure Performance Management & Public Private Partnerships).	11	All salary notches.	Deputy Director (Provincial Infrastructure Performance Management, Municipal Infrastructure Performance Management & Public Private Partnerships).	11	Translation with retention of existing salary notch. Posts shall be created on salary level 11 if functions set out in the benchmark job descriptions are performed. Incumbents currently in posts graded at salary level 12 should be absorbed into posts on salary level 11 with the retention of their current salaries and salary levels in line with Section 34 of the Public Service Act, 1994.

EXISTING POSITION			REVISED POSITION		
RANK	SALARY RANGE	NOTCH	RANK	SALARY RANGE	NOTCH
Director (Provincial Infrastructure Performance Management, Municipal Infrastructure Performance Management & Public Private Partnerships).	13	All salary notches.	Director (Provincial Infrastructure Performance Management, Municipal Infrastructure Performance Management & Public Private Partnerships).	13	Translation with retention of existing salary notch. Posts shall be created on salary level 13 if functions set out in the benchmark job descriptions are performed. The job incumbent will retain his/her current salary and salary level in line with Section 34 of the Public Service Act, 1994.

EXISTING POSITION			REVISED POSITION		
RANK	SALARY RANGE	NOTCH	RANK	SALARY RANGE	NOTCH
Chief Director Infrastructure Management.	14	All salary notches.	Chief Director Infrastructure Management.	14	<p>Translation with retention of existing salary notch.</p> <p>Posts shall be created on salary level 14 if functions set out in the benchmark job description are performed.</p> <p>The job incumbent will retain his/her current salary and salary level in line with Section 34 of the Public Service Act, 1994.</p>