

EXAMPLE OF COVERING LETTER TO DEPARTMENTS

DEPARTMENT: PUBLIC SERVICE AND ADMINISTRATION

REPUBLIC OF SOUTH AFRICA

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File : E1/5/P

TO ALL DEPARTMENTS/PROVINCIAL ADMINISTRATIONS

BENCHMARK JOBS OF GOVERNMENT INFORMATION TECHNOLOGY OFFICER (GITO)

1. To assist departments and provincial administrations with the establishment and job evaluation of GITO posts, this Department has developed a benchmark job description for three levels of GITO jobs to serve as advice to departments in accordance with Public Service Regulations Chapter 1, Part III. I.4. The job evaluation system was applied on the information in the job descriptions to determine the possible job weights and grading levels of the jobs. The benchmark job description and evaluation results for GITO jobs in large, medium and small departments are attached as Section A. The distinction between large, medium and small departments was, *inter alia*, made on the basis of the complexity of the operating environment and the subsequent different levels of knowledge and skills required to function in the relevant posts. Departments can utilise this information as guidelines for the creation of their GITO posts.
2. With regard to the benchmark job description and job evaluation results, the following should be noted:
 - (a) The main objectives of jobs of GITO are set out in the job description and the criteria to distinguish between the different levels of GITO are set out in Appendix A to the job description. The benchmark job description and the job evaluation results serve as a guideline only and each department must develop a GITO job to suite their specific circumstances.
 - (b) If a job of GITO in a department differ significantly from the benchmark job description, the job description should be amended accordingly. If these differences are significant, the job should also be evaluated. In such cases departments may utilise the attached job evaluation

results and only change the responses to questions on aspects of the job where it differ significantly from the benchmark job evaluation in order to determine whether the relevant deviations will make a grading difference or not.

- (c) Indications are that because of their transverse inputs and impact on the whole department, there should be a correlation between the level of Chief Financial Officer and GITO in a department.
- (d) The GITO is not the IT manager of the department but functions on a higher transverse management level and the IT manager would generally report to the GITO.
- (e) The competencies indicated in the job description should, in line with acceptable standards, be reduced to only the 9 to 11 key competencies that are really required by the relevant post holder.
- (f) The results of the job evaluation are as follows:

POST	GRADE	POSSIBLE RANK
GITO (Large department) Director-General	14+	Chief Director or Deputy
GITO (Medium department)	13+	Director or Chief Director
GITO (Small department)	12+	Deputy Director or Director

The result of the evaluation of all three jobs fall in the overlap between the different grades, allowing you the discretion to decide, with due consideration to factors like organisational requirements, availability of funds and recruitment and retention issues, on which level the relevant job should be created.

- 3. In those cases where the job descriptions and evaluation results of GITO jobs in your department differ significantly from the benchmark jobs, it would be appreciated if the job description and evaluation results of such jobs could be submitted to this Department. The information will be utilised to refine the job description and job evaluation results further.
- 4. The information on the job description and the job evaluation results can, on request, be supplied in electronic format. Requests in this regard can be submitted via e-mail to Gert Oelofsen at the following e-mail address Gert_O@dpsa.gov.za

Signed CJ Uys
DIRECTOR-GENERAL
DATE: 25 June 2001