

IMPLEMENTATION/ABSORPTION MEASURES FOR THE BENCHMARK JOB DESCRIPTIONS AND GRADING LEVELS FOR THREE LEVELS OF WORKS INSPECTORS

NOTE:

1. There are indications that due to rank progression in the past and the way posts are defined, the work content of a number of posts is not aligned with the job titles and grading levels of the posts. This situation dictates that provision should be made for a number of options according to which employees can be absorbed into the benchmark posts. These options should, however, not be utilized to move employees automatically to higher level posts.
2. Departments should determine what functions and at what level the functions should be performed to ensure that they comply with their service delivery requirements, and secondly the competencies, experience and qualifications required to perform the work. This should be compared with the benchmark job description and posts on the establishment of the Department should be created on the basis of the benchmark job description that matches the service delivery needs the closest. Employees should be absorbed in posts on the basis of their competency profiles and ability to operate at least at a satisfactory level in these posts. In essence, the implementation of the revised grades entails a restructuring of the relevant units. No automatic translations should be done.
3. Please note that the revised jobs at salary level 6 and 8 are not a combination of the pre-revised rank levels, but two distinct work levels with their associated grades.
4. During the coordination process it became apparent that some provinces have a need for training posts. Job descriptions should be developed for these posts and the salary grades of the posts must be determined with job evaluation. Jobs that primarily perform functions similar to the benchmark job descriptions should not be graded differently from the benchmark jobs. For jobs to be graded differently there should be a significant difference in the content of the job and the functions allocated to the job. These jobs should be subjected to the provincial job evaluation processes for quality assurance, to ensure consistency in the grading of posts.
5. Jobs at the level of Deputy Director were not subjected to the coordination process as provincial departments differ significantly in terms of their organizational arrangements for jobs at this level. Job descriptions should however be developed for these jobs and their salary grades determined with job evaluation.

6. In terms of the regrading process it should be noted that some departments may have jobs that are graded at a higher salary level, but performing similar functions to those performed by the benchmark jobs. In such cases these jobs may have to be regraded to the same level as the benchmark jobs and the incumbents will retain their salaries on a personal basis.

EXISTING POSITION			REGRADED POSITION		
RANK	SALARY LEVEL	SALARY NOTCH	RANK	SALARY LEVEL	SALARY NOTCH
Works Inspector (Performing basic inspection services)	6	All notches	Works Inspector (Entry level)	6	<p>NB: Translation with retention of existing salary notch</p> <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. • Incumbents should be absorbed into the posts on the basis of the level at which they operate, and provided that their skills and competencies allow them to perform at least at a satisfactorily level.

<p>Works Inspector (Performing inspection services of a more complex nature)</p>	6	All notches	<p>Chief Works Inspector (Incumbents of these jobs will in addition to their current inspection duties be required to perform supervisory functions)</p>	8	<p>NB: Translation is effected to the minimum notch</p> <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. • Incumbents should be absorbed into the posts on the basis of the level at which they operate, and provided that their skills and competencies allow them to perform at least at a satisfactorily level.
<p>Senior Works Inspector (Performing inspection services of a more complex nature)</p>	7	All notches	<p>Chief Works Inspector (Incumbents of these jobs will in addition to their current inspection duties be required to perform supervisory functions)</p>	8	<p>NB: Translation is effected to the minimum notch</p> <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. • Incumbents should be absorbed into the posts on the basis of the level at which they operate, and provided that their skills and competencies allow them to perform at least at a satisfactorily level.

<p>Chief Works Inspector (Performing inspection services of a more complex nature)</p>	8	All notches	<p>Chief Works Inspector (Incumbents of these jobs will in addition to their current inspection duties be required to perform supervisory functions)</p>	8	<p>NB: Translation with retention of existing salary notch.</p> <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. • Incumbents should be absorbed into the posts on the basis of the level at which they operate, and provided that their skills and competencies allow them to perform at least at a satisfactorily level.
<p>Control Works Inspector (Performing first level management functions in the Inspectorate)</p>	9	All notches	<p>Control Works Inspector (Performing second level supervision functions and first level management functions in the Inspectorate)</p>	10	<p>NB: Translation is effected to the minimum notch</p> <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. • Incumbents should be absorbed into the posts on the basis of the level at which they operate, and provided that their skills and competencies allow them to perform at least at a satisfactorily level.

<p>Control Works Inspector (Performing first level management functions in the Inspectorate)</p>	10	All notches	<p>Control Works Inspector (Performing second level supervision functions and first level management functions in the Inspectorate)</p>	10	<p>NB: Translation with retention of existing salary notch</p> <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. • Incumbents should be absorbed into the posts on the basis of the level at which they operate, and provided that their skills and competencies allow them to perform at least at a satisfactorily level.
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