



**MINISTRY: PUBLIC SERVICE AND ADMINISTRATION
REPUBLIC OF SOUTH AFRICA**

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Dear Colleague

**PROCESS TO CO-ORDINATE THE UPGRADE OF AN ENTIRE OCCUPATIONAL
CATEGORY OR CERTAIN LEVELS WITHIN AN OCCUPATION BASED ON JOB
EVALUATION**

My letter on the regrading of occupations dated 6 January 2004 (copy attached for your convenience) refers.

After consideration of the matter and in view of recent cases that came to my attention, I have decided to direct, in accordance with Public Service Regulation Chapter 1 Part IV.B.2(b), that the following process be followed when the upgrading of an entire occupational category or certain levels within an occupational category is considered:

- (a) The department (at national or provincial level) that plans or initiates a process to upgrade an entire occupational category or certain levels within an occupational category, must determine whether the occupational category is utilised in other national and/or provincial departments.

If not, the department may implement the upgrading provided that the decision is supported by the results of job evaluation as provided in the Public Service Regulations, 2001.

If the occupation is also utilised by other national and/or provincial departments, the relevant department should take the following actions:

- (i) The department should establish a "co-ordination committee" consisting of representatives of all the affected departments. If this committee becomes too large because of the large number of departments involved, consideration can be given to cluster departments together with a representative for each cluster.
- (ii) The department should inform the DPSA, at the commencement of the process, in writing of the occupational class(es) or levels within an occupational class, where possible upgrades are considered, the departments that may be affected, the members and convenor of the co-ordination committee, the convenor's contact details and envisaged timeframes to finalise the matter. The DPSA will, as far as its capacity allows, participate in the consultation process and support departments with the technical aspects of the work involved in the job evaluation process and the implementation of the results.
- (iii) In cases where the DPSA is not actively involved in the process, written progress reports at key milestones in the process must be submitted to the DPSA.
- (iv) The revised grading levels must be developed in co-operation with all the departments involved. Where this is not possible, departments that utilise the relevant occupation but which do not actively participate in the process, must be informed of developments and progress on a continuous basis.
- (v) The cost of upgrades must be determined as accurately as possible and the DPSA should be informed thereof as soon as it is available.

If any department is unable to implement the revised grades, due to, for example, funding constraints, the DPSA should be informed accordingly.

The implementation of the revised grades should, as far as possible, be done with effect from a uniform date by all departments.

- (viii) Before the revised grades are implemented, the relevant executing authorities and heads of department must be consulted. MINMECs and similar structures should be utilised for this purpose.

Non-compliance with this directive will be reported to the Public Service Commission. The Commission will also be requested to monitor departments' compliance with the directive.

I would like to emphasise that the directive does not apply to the upgrading of jobs on an individual basis, but only in cases where entire occupations or levels within an occupation ("ranks") are to be upgraded.

If you require further information on any aspect of this directive, you are welcome to the Job Evaluation Unit in DPSA.

Your co-operation is appreciated.

Kind regards

Gerardine G Fraser-Moleketi
MS G J FRASER-MOLEKETI
MINISTER
26/03/04

PS: Your officials can contact the Job Evaluation Unit in DPSA event there is a need for any further information clarification.