

ANNEXURE C

OCCUPATION SPECIFIC DISPENSATION (OSD)

OCCUPATION SPECIFIC DISPENSATION (OSD) – ARTISANS



Glossary of terms

Competencies	The specific, knowledge, skills judgment and personal attributes required for an employee in the social service professions and occupations to practice efficient, effective, safely and ethically in a designated job and setting. The designated ability to integrate the knowledge skills and attributes required for such performance.
Experience	Knowledge and skills gained over a period of time
Technical	The expert knowledge required to perform the prescribed functions (job/task/role) which are specific to the post.
Generic	General (transversal) competencies that apply to the majority of staff in the relevant environment
Pay progression	It is the progression from a notch (package) within a grade to the (next) higher notch (package) within the same grade.
Grade A, B, & C	The relevant grades within one particular specified post
Grade (level)	A band within a work level, which is can be reached by means of grade progression based on satisfactory performance.
Grade Progression	Progression to a higher grade within the work level, as and when the employee complies with the stipulated criteria. Grade progression is not dependant on a vacancy or subject to the principle of open competition.
Post (level)	A work level within a stream, with distinct duties (production, supervisory/managerial duties) which can be reached by means of appointment to the post.
Career progression	Appointment to a higher work level within a stream, as and when the employee complies with the stipulated criteria and is dependant on a vacancy or subject to the principle of open competition.
Recognition of experience	Relevant/appropriate production experience on translation to the OSD and on appointment to a production level. Note: experience only to be recognised up to maximum notch/package of Grade C (production level).

1. **Scope**

The Minister for the Public Service and Administration has determined, in terms of section 3(3)(c), read with section 5(4) of the Public Service Act, 1994, GPSSBC Resolution 4 of 2009, effective from 1 July 2009. The Occupation Specific Dispensation (post and salary structures) for all categories of Artisans is applicable to employees who are appointed in terms of the Public Service Act, 1994 and the Correctional Services Act, 1998. Therefore, it includes employees in the Departments of Defence, the South African Police Service and Education who are appointed in terms of Public Service Act, 1994.

2. **Possession of relevant trade certificate**

This OSD covers Artisans as specified in the relevant Agreement, where it is an inherent job requirement that the incumbent of the job (post) must possess a prescribed qualification and/or meet statutory requirements as determined by the relevant trade (i.e. trade test certificate).

CHAPTER 3

OCCUPATION SPECIFIC DISPENSATION (OSD) FOR ARTISANS

This Chapter of the OSD covers Artisans in production posts where it is an inherent job requirement that the incumbent of the job (post) must possess a prescribed level of qualification as determined by the relevant Trade, meet the required relevant statutory requirements by successful completion of a recognised trade test, therefore must possess the relevant trade test certificate as an Artisan.

Artisan include and not limited to the following identified families;

Artisans in the Building Environment

Artisans in the Mechanical Environment

Artisans in the Printing Environment

Artisans in the Electrical Environment

Artisans in the Industrial Environment

Artisans in the Textile Environment

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TABLE 1: POST AND ORGANIZATIONAL ESTABLISHMENT ARRANGEMENT.

	JOB TITLE	INDICATORS
<u>Artisan</u>		
1	Learner / Apprentice	<ul style="list-style-type: none"> • Learner /Apprentice constitute an entry level production post on contract basis. • Employees on these production grades are kept in service against the post of Learner/apprentice. • Learners/ Apprentices have to apply for vacant, permanent post of Artisan (production) upon meeting the requirements as prescribed by the relevant trade. • Departments to conduct projections and estimates of turn-over rates for production and future needs in relation to service delivery requirements in order to recruit appropriate number of Apprentice/Learners.
2	Artisan	<ul style="list-style-type: none"> • Artisan Grades 1, 2 and 3 constitute fully qualified mid-level production post • Only posts of Artisan are created on departments' establishments and employees on the 3 production grades are kept in service against this post • The post of Artisan consists of 3 grades and members qualify for grade progression to Grade 2 and 3 when complying with prescribed grade progression requirements • Members qualify for pay progression based on performance. • Artisan to apply for higher vacant post upon meeting the prescribed requirements for the said post.
3	Artisan Foreman	<ul style="list-style-type: none"> • Artisan Foreman constitutes advanced level production/supervision post. • Only Post of Artisan Foremen is created on departments' establishments. • The post of Artisan Foreman consists of 2 grades and members qualify for grade progression to Grade 2 upon meeting the prescribed grade progression requirements. • Members qualify for pay progression based on performance. • Artisan Foreman to apply for vacant, post of Chief Artisan upon meeting the prescribed requirements for the said post.
4	Chief Artisan	<ul style="list-style-type: none"> • Chief Artisan constitutes supervision/first level management level post. • Only the post of Chief Artisan is created on the Organisational establishment. • The post of Chief Artisan consists of 2 grades and members qualify for grade progression to Grade 2 upon meeting the prescribed grade progression requirements. • Members qualify for pay progression based on performance.

TABLE 2: POST, GRADE AND SALARY STRUCTURE

	POST	GRADE	JOB PURPOSE (SHORT DESCRIPTION)	SALARY SCALE	JOB TITLE CODE	POST CLASS CODE
1	Learner/ Apprentice		To render technical design, production, operation and maintenance services under the supervision of an Artisan.	App		
2	Artisan - production (temporary stream)		To render technical design, production, operation and maintenance services.	Te Art		
3	Artisan	Grade A, B and C	To render technical design, production, operation and maintenance services.	Art A, B, C		
4	Artisan Foreman	Grade A and B	To perform and/or supervise technical design, production, operation and maintenance services.	F. Art A and B		
5	Chief Artisan	Grade A and B	To manage all aspects of technical design, production, operation and maintenance activities	C. Art A and B		

Note:

Details on the creation of the Specialised Artisan stream will be finalised with the departments that require this particular stream taking into consideration departments' specific requirements.

TABLE 3: CAREER, GRADE AND PAY PROGRESSION OPPORTUNITIES

	JOB LEVEL		CAREER AND PAY PROGRESSION OPPORTUNITIES
	From	To	
LEARNER / APPRENTICE			
1	Learner / Apprentice	Artisan Grade A	<p>Progression opportunity</p> <p>Career:</p> <ul style="list-style-type: none"> • Successful completion of an appropriate trade test. <p>Grade:</p> <ul style="list-style-type: none"> • Learner / Apprentice post is comprised of a single grade; as a result, there is no grade progression applicable to this post. <p>Pay</p> <ul style="list-style-type: none"> • Employees qualify for pay progression based on completion of a continuous period of 12 months satisfactory performance on his/her relevant notch on 31st March of each year. • Therefore, pay progression – based on annual performance assessment • Departments to comply with the maximum expenditure allowed.
ARTISAN			
2	Artisan Grade A	Artisan Grade B	<p>Progression opportunity</p> <p>Grade</p> <ul style="list-style-type: none"> • <u>Grade progression:</u> comply with expectations for performance assessments or satisfactory performance (<u>minimum of 8 years in a grade</u>); or • <u>Accelerated grade progression:</u> consistent above average or outstanding performance or exceed expectations for performance assessments on a specific grade (<u>minimum of 4 years in a grade</u>). <p>Pay</p> <ul style="list-style-type: none"> • Employees qualify for pay progression based on completion of a continuous period of 12 months satisfactory performance on his/her relevant notch on 31st March of each year. • Therefore, pay progression – based on annual performance assessment • Departments to comply with the maximum expenditure allowed.

	JOB LEVEL		CAREER AND PAY PROGRESSION OPPORTUNITIES
	From	To	
3	Artisan Grade B	Artisan Grade C	<p>Progression opportunity</p> <p>Grade</p> <ul style="list-style-type: none"> • <u>Grade progression</u>: comply with expectations for performance assessments or satisfactory performance (<u>minimum of 8 years in a grade</u>); or • <u>Accelerated grade progression</u>: consistent above average or outstanding performance or exceed expectations for performance assessments on a specific grade (<u>minimum of 4 years in a grade</u>). <p>Pay</p> <ul style="list-style-type: none"> • Employees qualify for pay progression based on completion of a continuous period of 12 months satisfactory performance on his/her relevant notch on 31st March of each year. • Therefore, pay progression – based on annual performance assessment • Departments to comply with the maximum expenditure allowed.
4	Artisan Grade C	No further grade progression opportunities (Maximum of the grades applicable to production level)	<p>Progression opportunity</p> <p>Career</p> <ul style="list-style-type: none"> • Meeting the additional educational and or training requirements and complying with the competencies and skills required for the higher post. <p>Note:</p> <ul style="list-style-type: none"> • This measure also apply to lower grades, if the minimum requirements are met <p>Grade</p> <ul style="list-style-type: none"> • <u>Grade progression</u>: comply with expectations for performance assessments or satisfactory performance (<u>minimum of 8 years in a grade</u>); or • <u>Accelerated grade progression</u>: consistent above average or outstanding performance or exceed expectations for performance assessments on a specific grade (<u>minimum of 4 years in a grade</u>). <p>Pay</p> <ul style="list-style-type: none"> • Employees qualify for pay progression based on completion of a continuous period of 12 months satisfactory performance on his/her relevant notch on 31st March of each year.

	JOB LEVEL		CAREER AND PAY PROGRESSION OPPORTUNITIES
	From	To	
			<ul style="list-style-type: none"> Therefore, pay progression – based on annual performance assessment Departments to comply with the maximum expenditure allowed.
Artisan Foreman			
5	Artisan Foreman Grade A	Artisan Foreman, Grade B	<p>Progression Opportunity:</p> <p>Grade</p> <ul style="list-style-type: none"> <u>Grade progression:</u> comply with expectations for performance assessments or satisfactory performance (<u>minimum of 10 years in a grade</u>); or <u>Accelerated grade progression:</u> consistent above average or outstanding performance or exceed expectations for performance assessments on a specific grade (<u>minimum of 5 years in a grade</u>). <p>Pay</p> <ul style="list-style-type: none"> Employees qualify for pay progression based on completion of a continuous period of 12 months satisfactory performance on his/her relevant notch on 31st March of each year. Therefore, pay progression – based on annual performance assessment Departments to comply with the maximum expenditure allowed.
6	Artisan Foreman Grade B	No further grade progression opportunities (Maximum of the grades applicable to production level)	<p>Progression Opportunity:</p> <p>Career</p> <ul style="list-style-type: none"> Meeting the additional educational and or training requirements and complying with the competencies and skills required for the higher post. <p>Grade</p> <ul style="list-style-type: none"> <u>Grade progression:</u> comply with expectations for performance assessments or satisfactory performance (<u>minimum of 10 years in a grade</u>); or <u>Accelerated grade progression:</u> consistent above average or outstanding performance or exceed expectations for performance assessments on a specific grade (<u>minimum of 5 years in a grade</u>). <p>Pay</p> <ul style="list-style-type: none"> Employees qualify for pay progression based

	JOB LEVEL		CAREER AND PAY PROGRESSION OPPORTUNITIES
	From	To	
			<p>on completion of a continuous period of 12 months satisfactory performance on his/her relevant notch on 31st March of each year.</p> <ul style="list-style-type: none"> Therefore, pay progression – based on annual performance assessment Departments to comply with the maximum expenditure allowed.
CHIEF ARTISAN			
7	Chief Artisan Grade A	Chief Artisan Grade B	<p>Progression Opportunity:</p> <p>Grade</p> <ul style="list-style-type: none"> <u>Grade progression:</u> comply with expectations for performance assessments or satisfactory performance (<u>minimum of 10 years in a grade</u>); or <u>Accelerated grade progression:</u> consistent above average or outstanding performance or exceed expectations for performance assessments on a specific grade (<u>minimum of 5 years in a grade</u>). <p>Pay</p> <ul style="list-style-type: none"> Employees qualify for pay progression based on completion of a continuous period of 12 months satisfactory performance on his/her relevant notch on 31st March of each year. Therefore, pay progression – based on annual performance assessment Departments to comply with the maximum expenditure allowed.
8	Chief Artisan Grade B	No further grade progression opportunities (Maximum of the grades applicable to production level)	<p>Progression Opportunity:</p> <p>Career</p> <ul style="list-style-type: none"> Meeting the additional educational and or training requirements and complying with the competencies and skills required for the higher post in a technical field or other related fields. <p>Grade</p> <ul style="list-style-type: none"> <u>Grade progression:</u> comply with expectations for performance assessments or satisfactory performance (<u>minimum of 10 years in a grade</u>); or <u>Accelerated grade progression:</u> consistent above average or outstanding performance or exceed expectations for performance assessments on a specific grade (<u>minimum</u>

	JOB LEVEL		CAREER AND PAY PROGRESSION OPPORTUNITIES
	From	To	
			<p><u>of 5 years in a grade).</u></p> <p>Pay</p> <ul style="list-style-type: none"> • Employees qualify for pay progression based on completion of a continuous period of 12 months satisfactory performance on his/her relevant notch on 31st March of each year. • Therefore, pay progression – based on annual performance assessment • Departments to comply with the maximum expenditure allowed.

TABLE 4: APPOINTMENT REQUIREMENTS & COMPETENCIES

No	JOB TITLE SCALE	COMPETENCIES		EXPERIENTIAL COMPETENCY/ QUALIFICATION AND COMPULSORY REGISTRATION REQUIREMENTS
		TECHNICAL	GENERIC	
LEARNER/APPRENTICE				
1		<ul style="list-style-type: none"> • Technical analysis knowledge • Computer-aided technical applications • Report writing • Production, process knowledge and skills 	<ul style="list-style-type: none"> • Problem solving and analysis • Decision making • Team work • Analytical skills • Creativity • Self-management • Customer focus and responsiveness • Communication • Computer skills • Planning and organizing 	Grade 10
ARTISAN				
2	Artisan Grades A, B and C	<ul style="list-style-type: none"> • Technical analysis knowledge • Computer-aided technical applications • Knowledge of legal compliance • Technical report writing • Production, process knowledge and skills 	<ul style="list-style-type: none"> • Problem solving and analysis • Decision making • Team work • Analytical skills • Creativity • Self-management • Customer focus and responsiveness • Communication • Computer skills • Planning and organizing 	<ul style="list-style-type: none"> • Appropriate Trade Test Certificate • Valid driver's license.
ARTISAN FOREMAN				
3	Artisan Foreman Grades A and	<ul style="list-style-type: none"> • Team leadership • Technical analysis 	<ul style="list-style-type: none"> • Problem solving and analysis • Decision making 	<ul style="list-style-type: none"> • Appropriate Trade Test Certificate • Five years post-qualification

No	JOB TITLE SCALE	COMPETENCIES		EXPERIENTIAL COMPETENCY/ QUALIFICATION AND COMPULSORY REGISTRATION REQUIREMENTS
		TECHNICAL	GENERIC	
	B	<ul style="list-style-type: none"> knowledge • Computer-aided applications • Knowledge of legal compliance • Technical report writing • Production, process knowledge and skills 	<ul style="list-style-type: none"> • Team work • Analytical skills • Creativity • Self-management • Customer focus and responsiveness • Communication • Computer skills • Planning and organizing • Conflict Management 	<ul style="list-style-type: none"> experience as an Artisan. • Valid driver's license.
CHIEF ARTISAN				
4	Chief Artisan Grade A and B	<ul style="list-style-type: none"> • Project management • Technical design and analysis knowledge • Computer-aided technical applications • Knowledge of legal compliance • Technical report writing • Technical consulting • Production, process knowledge and skills 	<ul style="list-style-type: none"> • Problem solving and analysis • Decision making • Team work • Creativity • Change management • Financial management • Customer focus and responsiveness • Communication • Computer skills • Planning and organising 	<ul style="list-style-type: none"> • Appropriate Trade Test Certificate • Ten years post qualification experience required as an Artisan/Artisan Foreman. • Valid driver's license.

TABLE 5 KEY PERFORMANCE AREAS

<p><u>ARTISAN</u></p> <p><u>LEARNER/APPRENTICE</u></p> <p>JOB PURPOSE</p> <p>To render technical design, production, operation and/or maintenance services under the supervision of an Artisan.</p> <p>KEY PERFORMANCE AREAS</p> <p>(a) Design</p> <p>(i) Produce designs according to client specification and within limits of production capability.</p> <p>(b) Production</p> <p>(i) Produce objects with material and equipment according to job specification and recognized standards.</p> <p>(c) Maintenance</p> <p>(i) Inspect equipment and/or facilities for technical faults.</p> <p>(ii) Repair equipment and facilities according to standards.</p> <p>(iii) Test repaired equipment and/or facilities against specifications.</p> <p>(iv) Service equipment and/or facilities according to schedule.</p> <p>(d) Perform administrative and related functions:-</p> <p>(i) Provide inputs on the compilation of technical reports.</p> <p>(ii) Keep and maintain job record and other registers.</p> <p>(iii) Maintain and adhere to agreed development plan.</p>
<p>ARTISAN</p> <p><u>JOB PURPOSE</u></p> <p>To render technical design, production, operation and maintenance services</p> <p><u>KEY PERFORMANCE AREAS</u></p> <p>(a) Design</p> <p>(i) Produce designs according to client specification and within limits of production capability.</p> <p>(b) Production</p> <p>(i) Produce objects with material and equipment according to job specification and recognized standards.</p> <p>(ii) Quality assurance of produced objects.</p> <p>(c) Maintenance</p>

- (i) Inspect equipment and/or facilities for technical faults.
 - (ii) Repair equipment and facilities according to standards.
 - (iii) Test repair equipment and/or facilities against specifications.
 - (iv) Service equipment and/or facilities according to schedule.
 - (v) Quality assure serviced and maintained equipment and/or facilities.
- (d) Perform administrative and related functions:-
- (i) Compile and submit reports;
 - (ii) Provide inputs to the operational plan;
 - (iii) Keep and maintain job record/register; and
 - (iv) Supervise and mentor staff
- (e) Maintain expertise:-
- (i) Continuous individual development to keep up with new technologies and procedures.

ARTISAN FOREMAN

JOB PURPOSE

To perform and/or supervise technical design, production, operation and maintenance services.

KEY PERFORMANCE AREAS

- (a) Design
- (i) Supervise and produce designs according to client specification and within limits of production capability.
- (b) Production
- (i) Produce objects with material and equipment according to job specification and recognized standards.
 - (ii) Quality assurance of produced objects.
- (c) Maintenance
- (i) Inspect equipment and/or facilities for technical faults.
 - (ii) Repair equipments and facilities according to standards.
 - (iii) Test repair equipment and/or facilities against specifications.
 - (iv) Service equipments and/or facilities according to schedule.
 - (v) Quality assure serviced and maintained equipment and/or facilities.
- (d) Perform administrative and related function
- (i) Update register of maintained and repaired faults.
 - (ii) Obtain quotations and purchase (order) required equipment and materials.
 - (iii) Compile and submit reports as required.
 - (iv) Provide inputs to the operational plan.

- (v) Ensure adherence to safety standards, requirements and regulations.
- (e) Human and Capital Resource Management
 - (i) Supervise and mentor staff.
 - (ii) Planning of resources.
 - (iii) Scheduling of works.
- (f) Maintain and advance expertise:-
 - (i) Continuous individual development to keep up with new technologies and procedures.
 - (ii) Research/literature studies on technical/engineering technology to improve expertise.

CHIEF ARTISAN

JOB PURPOSE

To manage all aspects of technical design, production, operation and maintenance activities.

KEY PERFORMANCE AREAS

- (a) Manage technical services:-
 - (i) Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities;
 - (ii) Ensure the promotion of safety in line with statutory and regulatory requirements;
 - (iii) Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology; and
 - (iv) Ensure quality assurance in line with specifications.
- (b) Manage administrative and related functions:-
 - (i) Provide inputs into the budgeting process;
 - (ii) Compile and submit reports as required;
 - (iii) Provide and consolidate inputs to the technical operational plan;
 - (iv) Update databases; and
 - (v) Manage artisans and related personnel and assets.
- (c) Financial Management
 - (i) Control and monitor expenditure according to budget to ensure efficient cash flow management; and
 - (ii) Manage the commercial value add of the discipline-related activities and services.
- (d) People management
 - (i) Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success

of technical services according to organizational needs and requirements.

- (ii) Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

(e) Maintain and advance expertise:-

- (i) Continuous individual development to keep up with new technologies and procedures;
- (ii) Research/literature studies on technical/engineering technology to improve expertise;
- (iii) Liaise with relevant bodies/councils on technical/engineering-related matters.

**TABLE 6: RECOGNITION BASIS FOR EXPERIENCE IN PRODUCTION POSTS
(does not apply to supervisory/management/advanced production posts)
(Apply both for existing employees and new appointments)**

	JOB LEVEL	SCALE	RECOGNITION BASIS	Notch/ Package on scale
			Experience profile	
Artisan			Translation to the commencing notch/package of the applicable work level is the minimum translation applicable for all employees in terms of Phase 1 translation table	
1	Artisan Grade A	Art A	0 – 2 years experience required. Employee should have obtained the relevant trade certificate.	Minimum/F irst notch/pack age
2			At least 4 years' appropriate/recognisable experience in an area after obtaining the relevant trade certificate.	2nd
3			At least 6 years' appropriate/recognisable experience in an area after obtaining the relevant trade certificate.	3rd
4			At least 8 years' appropriate/recognisable experience in an area after obtaining the relevant trade certificate.	4th
5			At least 10 years' appropriate/recognisable experience in an area after obtaining the relevant trade certificate.	5th
6			At least 12 years' appropriate/recognisable experience in an area after obtaining the relevant trade certificate.	6th
7			At least 14 years' appropriate/recognisable experience in an area after obtaining the relevant trade certificate.	7th
8			At least 16 years' appropriate/recognisable experience in an area after obtaining the relevant trade certificate.	8th
9	Artisan Grade B	Art B	At least 18 years' appropriate/recognisable experience in an area after obtaining the relevant trade certificate.	9th
10			At least 20 years' appropriate/recognisable experience in an area after obtaining the relevant trade certificate.	10th
11			At least 22 years' appropriate/recognisable experience in an area after obtaining the relevant trade certificate.	11th
12			At least 24 years' appropriate/recognisable experience in an area after obtaining the relevant trade certificate.	12th
13			At least 26 years' appropriate/recognisable experience in an area after obtaining the relevant trade certificate.	13th
14			At least 28 years' appropriate/recognisable experience in an area after obtaining the relevant trade certificate.	14 th
15			At least 30 years' appropriate/recognisable experience in an area	15 th

	JOB LEVEL	SCALE	RECOGNITION BASIS	Notch/ Package on scale
			Experience profile	
			after obtaining the relevant trade certificate.	
16			At least 32 years' appropriate/recognisable experience in an area after obtaining the relevant trade certificate.	16 th

Note:

Experience only to be recognised up to maximum notch of Grade C (production level).