

## ANNEXURE D

### OCCUPATION SPECIFIC DISPENSATION (OSD)

# OCCUPATION SPECIFIC DISPENSATION (OSD) – ENVIRONMENTAL AND BIODIVERSITY OFFICERS



### 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 <b>not</b> 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. <b>Note: experience only to be recognised up to maximum notch/package of Grade C (production level).</b>

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 8 of 2009, effective from 1 July 2009. The Occupation Specific Dispensation (post and salary structures) for Environmental and Biodiversity Officers 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.

## CHAPTER 4

This Chapter (Part A) covers the following categories of Environmental Officers:-

<b>Occupation</b>	<b>Description</b>
Environmental Officer (Production)	<b>Grades A, B &amp; C</b> <ul style="list-style-type: none"><li>▪ Air Quality Management (AQM);</li><li>▪ Education and Awareness (E &amp; A);</li><li>▪ Coastal Management; and</li><li>▪ Environmental Impact Assessment (EIA)</li></ul>
Environmental Officer (Specialised Production)	<ul style="list-style-type: none"><li>▪ Compliance, Monitoring and Enforcement;</li><li>▪ Air Quality Management (AQM);</li><li>▪ Education and Awareness (E &amp; A) ;</li><li>▪ Coastal Management;</li><li>▪ Pollution and Waste Management; (PWM); and</li><li>▪ Environmental Impact Assessment (EIA).</li></ul>
Control Environmental Officer (Supervision/management)	<b>Grade A</b> <ul style="list-style-type: none"><li>▪ Compliance, Monitoring and Enforcement (policy);</li><li>▪ Compliance, Monitoring and Enforcement</li><li>▪ Air Quality Management (AQM);</li><li>▪ Education and Awareness (E &amp; A) ;</li><li>▪ Coastal Management;</li><li>▪ Pollution and Waste Management (PWM), including AQM;</li><li>▪ Pollution and Waste Management (PWM);</li><li>▪ Planning and Co-ordination; and</li><li>▪ Environmental Impact Assessment (EIA).</li></ul> <b>Grade B</b> <ul style="list-style-type: none"><li>▪ Air Quality Management (AQM) (policy);</li></ul>

- Education and Awareness (E & A) (policy);
- Compliance, Monitoring and Enforcement (policy/implementation);
- Coastal Management (policy);
- Pollution and Waste Management (PWM) (policy);
- Environmental Impact Assessment (EIA) (policy);
- Environmental Impact Assessment (EIA) (policy/implementation);
- Education and Awareness (E & A) (policy/implementation); and
- Pollution and Waste Management (PWM) (policy/implementation).

Part B covers the following categories of Biodiversity Officers:-

<b>Occupation</b>	<b>Description</b>
Biodiversity Officer (Production)	<p style="text-align: center;"><b>Grades A, B &amp; C</b></p> <ul style="list-style-type: none"> <li>▪ Investigation;</li> <li>▪ Regulatory Services;</li> <li>▪ Education and Awareness (E &amp; A);</li> <li>▪ Compliance, Monitoring and Enforcement (Inspections); and</li> <li>▪ Assistant Reserve Managers.</li> </ul>
Biodiversity Officer (Specialised Production)	<ul style="list-style-type: none"> <li>▪ Regulatory Services</li> <li>▪ Compliance, Monitoring and Enforcement (Inspections);</li> <li>▪ Special Investigator (Biodiversity); and</li> <li>▪ Education and Awareness (E &amp; A);</li> </ul>
Control Biodiversity Officer (Supervision/management)	<p style="text-align: center;"><b>Grade A</b></p> <ul style="list-style-type: none"> <li>▪ Reserve Managers (Small Reserves); and</li> <li>▪ Regulatory Services, Compliance and</li> </ul>

## Enforcement (Inspections)

### **Grade B**

- Protected Areas Management (PAM);
- Compliance Services
- Special Investigations (Biodiversity)
- Education and Awareness (E & A);  
and
- Reserve Manager

## LIST OF TABLES

<b>Table</b>	<b>Subject</b>	<b>Page</b>
1	Post and Organisational Establishment Arrangements	8
2	Post, Grade and Salary Structure	10
3	Career, grade and pay progression opportunities	16
4	Appointment Requirements & Key performance areas (KPAs) (Refer to the DPSSA Website)	21
5	Recognition Basis for translation to the OSD	22

**TABLE 1: POST AND ORGANISATIONAL ESTABLISHMENT ARRANGEMENTS**

	<b>JOB TITLE</b>	<b>INDICATORS</b>
<b>ENVIRONMENTAL OFFICER</b>		
1	Environmental Officer	<ul style="list-style-type: none"> <li>• Environmental Officer is a production post and is created on departments' establishments.</li> <li>• The post of Environmental Officer consists of 3 grades.</li> <li>• Employees qualify for grade progression upon compliance with grade progression requirements.</li> <li>• Environmental Officer may apply for a vacant post of Control Environmental Officer or Specialised Environmental Officer upon meeting the minimum appointment requirements prescribed for the higher post(s). To be considered for a Specialised Environmental Officer post, an Environmental Officer requires an Honours Degree in Environmental and related fields.</li> </ul>
2	Specialised Environmental Officer	<ul style="list-style-type: none"> <li>• Specialised Environmental Officer is a high level, specialised production post and is created on departments' establishments.</li> <li>• The post of Specialised Environmental Officer consists of a single grade.</li> <li>• Specialised Environmental Officer may apply for a vacant post of Control Environmental Officer upon meeting the minimum appointment requirements prescribed for the higher post.</li> </ul>
3	Control Environmental Officer	<ul style="list-style-type: none"> <li>• Control Environmental Officer posts is a high level, advanced production, supervisory and managerial post and is created on departments' establishments.</li> <li>• The post of Control Environmental Officer consists of 2 grades.</li> <li>• Employees qualify for grade progression upon compliance with grade progression requirements.</li> </ul>
<b>BIODIVERSITY OFFICER</b>		
1	Biodiversity Officer	<ul style="list-style-type: none"> <li>• Biodiversity Officer is a production post and is created on departments' establishments.</li> <li>• The post of Biodiversity Officer consists of 3 grades.</li> <li>• Employees qualify for grade progression upon</li> </ul>



	<b>JOB TITLE</b>	<b>INDICATORS</b>
		<p>compliance with grade progression requirements.</p> <ul style="list-style-type: none"> <li>• Biodiversity Officer may apply for a vacant post of Control Environmental Officer or Specialised Environmental Officer upon meeting the minimum appointment requirements prescribed for the higher post(s). To be considered for a Specialised Environmental Officer post, an Environmental Officer requires an Honours Degree in Environmental and related fields.</li> </ul>
2	Specialised Biodiversity Officer	<ul style="list-style-type: none"> <li>• Specialised Biodiversity Officer is a high level, specialist production post and is created on departments' establishments.</li> <li>• The post of Specialised Biodiversity Officer consists of a single grade.</li> <li>• Specialised Biodiversity Officer may apply for a vacant post of Control Biodiversity Officer upon meeting the minimum appointment requirements prescribed for the higher post.</li> </ul>
3	Control Biodiversity Officer	<ul style="list-style-type: none"> <li>• Control Biodiversity Officer posts is a high level, advanced production, supervisory and managerial post and is created on departments' establishments.</li> <li>• The post of Control Biodiversity Officer consists of 2 grades.</li> <li>• Employees qualify for grade progression upon compliance with grade progression requirements.</li> </ul>

**TABLE 2: POST, GRADE AND SALARY STRUCTURE (For full details, refer to Appendix 1 (i.e. Job Descriptions))**

	POST	GRADE	JOB PURPOSE (SHORT DESCRIPTION)	SALARY SCALE (Appen. 2)	JOB TITLE CODE	POST CLASS CODE
<b>ENVIRONMENTAL OFFICER</b>						
1	Environmental Officer (in the following area: <ul style="list-style-type: none"> <li>▪ Coastal Management;</li> <li>▪ EIA;</li> <li>▪ AQM</li> <li>▪ Education and Awareness</li> <li>▪ PWM &amp; AQM</li> </ul>	Grade A	To implement and administer integrated coastal management  To process small to medium environmental authorisation applications for development and utilisation of areas in terms of section 24 of National Environmental Management Act (NEMA)  To implement and regulate AQM systems in the Province  To promote environmental awareness.	EO A		
		Grade B	To promote environmental awareness.	EO B		
		Grade C	To implement and regulate AQM systems in the Province  To implement and administer integrated coastal management  To process medium to complex environmental authorisation applications for development and utilisation of areas in terms of section 24 of NEMA	EO C		
2	Specialised Environmental Officer <ul style="list-style-type: none"> <li>▪ Coastal Management;</li> <li>▪ EIA;</li> <li>▪ AQM</li> <li>▪ Education and</li> </ul>	Grade A	To monitor and enforce compliance in terms of relevant legislation (Chapter 7 of National Environmental Management Act, 107 of 1998).  To facilitate integrated coastal management in the Province  To render technical advice in the implementation of Air Quality	SP EO		

	POST	GRADE	JOB PURPOSE (SHORT DESCRIPTION)	SALARY SCALE (Appen. 2)	JOB TITLE CODE	POST CLASS CODE
	Awareness PWM & AQM		Management systems in the Province  To facilitate integrated pollution and waste management in the Province			
3	Control Environmental Officer  <ul style="list-style-type: none"> <li>▪ Coastal Management;</li> <li>▪ EIA;</li> <li>▪ Planning and co-ordination</li> <li>▪ Compliance Monitoring and Enforcement (policy)</li> <li>▪ Compliance, Monitoring and Enforcement</li> <li>▪ AQM</li> <li>▪ Education and Awareness</li> <li>▪ Pollution and Waste Management</li> </ul>	Grade A	<p>To ensure the implementation and administration of integrated coastal management in the Region/Sub-region / District</p> <p>To ensure the processing of environmental authorisation applications in the District and Region/Sub-Region</p> <p>To manage an integrated environmental planning framework to facilitate inter-governmental / sectoral liaison and co-ordination in the Province</p> <p>To facilitate and support effective Environmental Compliance Monitoring and Enforcement (policy)</p> <p>To manage compliance monitoring and enforcement in the Region / Sub-region / District</p> <p>To ensure implementation of integrated pollution and air quality management within the Region / Sub-region / District</p> <p>To ensure the implementation of Air quality management within the Region / Sub-region / District</p> <p>To ensure the promotion of environmental awareness in the Region / Sub-region / District</p> <p>To ensure the implementation of integrated pollution and waste management within Region / Sub-region / District</p>	C. EO A		
	<ul style="list-style-type: none"> <li>▪ EIA (policy);</li> <li>▪ EIA (policy / implementation);</li> <li>▪ Air Quality Management (policy)</li> </ul>	Grade B	<p>To manage and co-ordinate integrated environmental management legislation / policies / frameworks</p> <p>To manage the development and implementation of integrated environmental management</p>	C. EO B		

	POST	GRADE	JOB PURPOSE (SHORT DESCRIPTION)	SALARY SCALE (Appen. 2)	JOB TITLE CODE	POST CLASS CODE
	<ul style="list-style-type: none"> <li>▪ Education and Awareness (policy);</li> <li>▪ Compliance, Monitoring and Enforcement (policy / implementation)</li> <li>▪ Pollution and Waste Management (policy)</li> <li>▪ Compliance Monitoring and Enforcement</li> <li>▪ Education and Awareness (policy / implementation);</li> <li>▪ Air Quality Management (policy /implementation)</li> </ul>		<p>legislation with regard to EIA</p> <p>To co-ordinate, facilitate and promote effective Air Quality Management and Climate Change strategies for the Province</p> <p>To facilitate, co-ordinate, monitor and evaluate the implementation of Environmental Education and Awareness functions / strategies</p> <p>To manage compliance Monitoring and Enforcement in the Province</p> <p>To facilitate the sound management of waste and pollution control in the Province</p> <p>To ensure the promotion of environmental awareness in the Region / Sub-region / District</p> <p>Manage the development and implementation on integrated environmental management legislation with regard to Air Quality Management and Climate Change</p> <p>To manage the development of integrated environmental management legislation with regard to pollution and waste management</p>			

**Note:**

**For more clarity on the above, refer to the Job Descriptions as made available on the DPSA website.**

	POST	GRADE	JOB PURPOSE (SHORT DESCRIPTION)	SALARY SCALE (Appen. 2)	JOB TITLE CODE	POST CLASS CODE
<b>BIODIVERSITY OFFICER</b>						
1	Biodiversity Officer (in the following area: <ul style="list-style-type: none"> <li>▪ Investigation;</li> <li>▪ Regulatory Services;</li> <li>▪ Education and Awareness;</li> <li>▪ Compliance, Monitoring and Enforcement (Inspections); and</li> <li>▪ Assistant Reserve Managers.</li> </ul>	Grade A	To regulate the sustainable utilisation of eco-systems and biodiversity  To monitor, enforce and/or investigate compliance in and outside protected areas  To promote biodiversity awareness.  To provide biodiversity and infrastructure management services within a nature reserve	BO A		
	Biodiversity Officer (in the following area: <ul style="list-style-type: none"> <li>▪ Investigation;</li> <li>▪ Regulatory Services;</li> <li>▪ Education and Awareness;</li> <li>▪ Compliance, Monitoring and Enforcement (Inspections); and</li> <li>▪ Assistant Reserve Managers.</li> </ul>	Grade B	To regulate the sustainable utilisation of eco-systems and biodiversity  To monitor, enforce and/or investigate compliance in and outside protected areas  To promote biodiversity awareness.  To provide biodiversity and infrastructure management services within a nature reserve	BO B		
		Grade C		BO C		
2	Specialised	Grade A	Oversee compliance monitoring and	SP BO		

	<b>POST</b>	<b>GRADE</b>	<b>JOB PURPOSE (SHORT DESCRIPTION)</b>	<b>SALARY SCALE (Appen. 2)</b>	<b>JOB TITLE CODE</b>	<b>POST CLASS CODE</b>
	Biodiversity Officer <ul style="list-style-type: none"> <li>▪ Regulatory Services</li> <li>▪ Compliance, Monitoring and Enforcement (Inspections);</li> <li>▪ Special Investigator (Biodiversity);</li> <li>▪ Education and Awareness;</li> </ul>		enforcement on biodiversity issues in the component  To co-ordinate criminal investigations and protect the biodiversity  To manage regulatory services with regards to biodiversity conservation compliance  To ensure the promotion of biodiversity awareness in the Region / Sub region / District			
3	Control Biodiversity Officer <ul style="list-style-type: none"> <li>▪ Reserve Managers (Small Reserves); and</li> <li>▪ Regulatory Services, Compliance and Enforcement (Inspections)</li> </ul>	Grade A	To manage biodiversity within a reserve  Oversee compliance monitoring and enforcement on biodiversity issues in the component  To co-ordinate criminal investigations and protect the biodiversity  To manage regulatory services with regards to biodiversity conservation compliance	C. BO A		
	<ul style="list-style-type: none"> <li>▪ Protected Areas Management;</li> <li>▪ Compliance Services</li> <li>▪ Special Investigations (Biodiversity)</li> <li>▪ Education and Awareness; and</li> <li>▪ Reserve Manager</li> </ul>	Grade B	To manage biodiversity within a reserve  To manage crime investigations and protect the biodiversity  To manage compliance services to protect the biodiversity  To establish, regulate and manage biodiversity within protected areas	C. EO B		

	POST	GRADE	JOB PURPOSE (SHORT DESCRIPTION)	SALARY SCALE (Appen. 2)	JOB TITLE CODE	POST CLASS CODE

**Note:**

**For more clarity on the above, refer to the Job Descriptions as made available on the DPSA website.**

**TABLE 3: CAREER, GRADE AND PAY PROGRESSION OPPORTUNITIES**

	JOB LEVEL		CAREER, GRADE AND PAY PROGRESSION OPPORTUNITIES
	From	To	
<b>ENVIRONMENTAL OFFICER</b>			
1	Environmental Officer Grade A	Environmental Officer, Grade B	<p><b>Progression opportunity</b></p> <p><b>Career</b></p> <ul style="list-style-type: none"> <li>Environmental Officer may apply for a vacant post of Specialised Production / Control Environmental Officer upon meeting the minimum appointment requirements of the higher post(s).</li> </ul> <p><b>Grade</b></p> <ul style="list-style-type: none"> <li><u>Grade progression</u>: comply with expectations for performance assessments or satisfactory performance (<u>minimum of 8 years in a grade</u>); or</li> <li><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>).</li> </ul> <p><b>Pay</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>Therefore, pay progression – based on annual performance assessment</li> <li>Departments to comply with the maximum expenditure allowed.</li> </ul>
2	Environmental Officer, Grade B	Environmental Officer, Grade C	<p><b>Progression opportunity</b></p> <p><b>Career</b></p> <ul style="list-style-type: none"> <li>Environmental Officer may apply for a vacant post of Specialised Production / Control Environmental Officer upon meeting the minimum appointment requirements the higher post(s).</li> </ul> <p><b>Grade</b></p> <ul style="list-style-type: none"> <li><u>Grade progression</u>: comply with</li> </ul>



	JOB LEVEL		CAREER, GRADE AND PAY PROGRESSION OPPORTUNITIES
	From	To	
			<p>expectations for performance assessments or satisfactory performance (<u>minimum of 8 years in a grade</u>); or</p> <ul style="list-style-type: none"> <li>Accelerated grade progression: 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>).</li> </ul> <p><b>Pay</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>Therefore, pay progression – based on annual performance assessment</li> <li>Departments to comply with the maximum expenditure allowed.</li> </ul>
3	Environmental Officer, Grade C	No further grade progression opportunities (Maximum of the grades applicable to production level)	<p><b>Progression opportunity</b></p> <p><b>Career</b></p> <ul style="list-style-type: none"> <li>Environmental Officer may apply for a vacant post of Specialised Production / Control Environmental Officer upon meeting the minimum appointment requirements the higher post(s).</li> </ul> <p><b>Grade</b></p> <ul style="list-style-type: none"> <li>Not applicable</li> </ul> <p><b>Pay</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>Therefore, pay progression – based on annual performance assessment</li> <li>Departments to comply with the maximum expenditure allowed.</li> </ul>
<b>SPECIALISED ENVIRONMENTAL OFFICER</b>			
4	Specialised Environmental Officer	Specialised Environmental Officer	<p><b>Progression opportunity</b></p> <p><b>Career</b></p>

	JOB LEVEL		CAREER, GRADE AND PAY PROGRESSION OPPORTUNITIES
	From	To	
			<ul style="list-style-type: none"> <li>Specialised Environmental Officer may apply for a vacant post of Control Environmental Officer upon meeting the minimum appointment requirements the higher post(s).</li> </ul> <p><b>Grade</b></p> <ul style="list-style-type: none"> <li>Not applicable</li> </ul> <p><b>Pay</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>Therefore, pay progression – based on annual performance assessment</li> <li>Departments to comply with the maximum expenditure allowed.</li> </ul>
<b>CONTROL ENVIRONMENTAL OFFICER</b>			
5	Control Environmental Officer Grade A	Control Environmental Officer Grade B	<p><b>Progression opportunity</b></p> <p><b>Career</b></p> <ul style="list-style-type: none"> <li>Not applicable</li> </ul> <p><b>Grade</b></p> <ul style="list-style-type: none"> <li><u>Grade progression:</u> comply with expectations for performance assessments or satisfactory performance <u>(minimum of 10 years in a grade)</u>; or</li> <li><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>.</li> </ul> <p><b>Pay</b></p> <ul style="list-style-type: none"> <li>Employees qualify for pay progression based on completion of a continuous period of 12 months satisfactory performance on his/her relevant notch on 31<sup>st</sup> March of each year.</li> <li>Therefore, pay progression – based on annual performance assessment</li> <li>Departments to comply with the</li> </ul>

	JOB LEVEL		CAREER, GRADE AND PAY PROGRESSION OPPORTUNITIES
	From	To	
			maximum expenditure allowed.

BIODIVERSITY OFFICER			
1	Biodiversity Officer Grade A	Biodiversity Officer, Grade B	<p><b>Progression opportunity</b></p> <p><b>Career</b></p> <ul style="list-style-type: none"> <li>Biodiversity Officer may apply for a vacant post of Specialised Production/ Control Biodiversity Officer upon meeting the minimum appointment requirements of the higher post(s).</li> </ul> <p><b>Grade</b></p> <ul style="list-style-type: none"> <li><u>Grade progression</u>: comply with expectations for performance assessments or satisfactory performance (<u>minimum of 8 years in a grade</u>); or</li> <li><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>).</li> </ul> <p><b>Pay</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>Therefore, pay progression – based on annual performance assessment</li> <li>Departments to comply with the maximum expenditure allowed.</li> </ul>
2	Biodiversity Officer, Grade B	Biodiversity Officer, Grade C	<p><b>Progression opportunity</b></p> <p><b>Career</b></p> <ul style="list-style-type: none"> <li>Biodiversity Officer may apply for a vacant post of Specialised Production/ Control Biodiversity Officer upon meeting the minimum appointment requirements the higher post(s).</li> </ul>

			<p><b>Grade</b></p> <ul style="list-style-type: none"> <li>• <u>Grade progression</u>: comply with expectations for performance assessments for satisfactory performance (<u>minimum of 8 years in a grade</u>); or</li> <li>• <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>).</li> </ul> <p><b>Pay</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Therefore, pay progression – based on annual performance assessment</li> <li>• Departments to comply with the maximum expenditure allowed.</li> </ul>
3	Biodiversity Officer, Grade C	No further grade progression opportunities (Maximum of the grades applicable to production level)	<p><b>Progression opportunity</b></p> <p><b>Career</b></p> <ul style="list-style-type: none"> <li>• Biodiversity Officer may apply for a vacant post of Specialised Production / Control Biodiversity Officer upon meeting the minimum appointment requirements the higher post(s).</li> </ul> <p><b>Grade</b></p> <ul style="list-style-type: none"> <li>• Not applicable</li> </ul> <p><b>Pay</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Therefore, pay progression – based on annual performance assessment</li> <li>• Departments to comply with the maximum expenditure allowed.</li> </ul>
<b>SPECIALISED BIODIVERSITY OFFICER</b>			
4	Specialised Environmental Officer	Control Biodiversity Officer	<p><b>Progression opportunity</b></p> <p><b>Career</b></p> <ul style="list-style-type: none"> <li>• Specialised Biodiversity Officer may apply for a vacant post of Control</li> </ul>

			<p>Biodiversity Officer upon meeting the minimum appointment requirements the higher post(s).</p> <p><b>Grade</b></p> <ul style="list-style-type: none"> <li>• Not applicable</li> </ul> <p><b>Pay</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Therefore, pay progression – based on annual performance assessment</li> <li>• Departments to comply with the maximum expenditure allowed.</li> </ul>
<b>CONTROL BIODIVERSITY OFFICER</b>			
5	Control Biodiversity Officer Grade A	Control Biodiversity Officer Grade B	<p><b>Progression opportunity</b></p> <p><b>Career</b></p> <ul style="list-style-type: none"> <li>• Not applicable</li> </ul> <p><b>Grade</b></p> <ul style="list-style-type: none"> <li>• <u>Grade progression:</u> comply with expectations for performance assessments or satisfactory performance (minimum of 10 years in a grade); or</li> <li>• <u>Accelerated grade progression:</u> consistent above average or outstanding performance or exceed expectations for performance assessments on a specific grade (minimum of 5 years in a grade).</li> </ul> <p><b>Pay</b></p> <ul style="list-style-type: none"> <li>• Employees qualify for pay progression based on completion of a continuous period of 12 months satisfactory performance on his/her relevant notch on 31<sup>st</sup> March of each year.</li> <li>• Therefore, pay progression – based on annual performance assessment</li> <li>• Departments to comply with the maximum expenditure allowed.</li> </ul>

**TABLE 4: APPOINTMENT REQUIREMENTS & KEY PERFORMANCE AREAS (REFER TO APPENDIX 1 (JOB DESCRIPTIONS)). Available on the DPSA website.**

**TABLE 5: RECOGNITION BASIS FOR EXPERIENCE IN PRODUCTION POSTS**  
(does not apply to supervisory/management/advanced production and/or  
Specialised posts)

(Apply both for existing employees and new appointments)

	JOB LEVEL	SCALE	RECOGNITION BASIS	Notch/ Package on scale
			Experience profile	
	<b>Environmental Officer</b>		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	Environmental Officer Grade A	EO A	At least 0 - 2 years' appropriate/recognisable experience in an area after obtaining the relevant qualification (e.g. National Diploma or Degree in Environmental Management or Natural Sciences.	Minimum/ 1st notch/ package
2			At least 4 years' appropriate/recognisable experience in an area after obtaining the relevant qualification (e.g. National Diploma or Degree in Environmental Management or Natural Sciences.	2nd
3			At least 6 years' appropriate/recognisable experience in an area after obtaining the relevant qualification (e.g. National Diploma or Degree in Environmental Management or Natural Sciences.	3rd
4			At least 8 years' appropriate/recognisable experience in an area after obtaining the relevant qualification (e.g. National Diploma or Degree in Environmental Management or Natural Sciences.	4th
5			At least 10 years' appropriate/recognisable experience in an area after obtaining the relevant qualification (e.g. National Diploma or Degree in Environmental Management or Natural Sciences.	5th
6			At least 12 years' appropriate/recognisable experience in an area after obtaining the relevant qualification (e.g. National Diploma or Degree in Environmental Management or Natural Sciences.	6th
7			At least 14 years' appropriate/recognisable experience in an area after obtaining the relevant qualification (e.g. National Diploma or Degree in Environmental Management or Natural Sciences.	7th
8			At least 16 years' appropriate/recognisable experience in an area after obtaining the relevant qualification (e.g. National Diploma or Degree in Environmental Management or Natural Sciences.	8th
9	Environmental Officer Grade B	EO B	At least 18 years' appropriate/recognisable experience in an area after obtaining the relevant qualification (e.g. National Diploma or Degree in Environmental Management or Natural Sciences.	9th
10			At least 20 years' appropriate/recognisable experience in an area after obtaining the relevant qualification (e.g. National Diploma or Degree in Environmental Management or Natural Sciences.	10th
11			At least 22 years' appropriate/recognisable experience in an area after obtaining the relevant qualification (e.g. National Diploma or	11th

	JOB LEVEL	SCALE	RECOGNITION BASIS	Notch/ Package on scale
			Experience profile	
			Degree in Environmental Management or Natural Sciences.	
12			At least 24 years' appropriate/recognisable experience in an area after obtaining the relevant qualification (e.g. National Diploma or Degree in Environmental Management or Natural Sciences.	12th
13			At least 26 years' appropriate/recognisable experience in an area after obtaining the relevant qualification (e.g. National Diploma or Degree in Environmental Management or Natural Sciences.	13th
14			At least 28 years' appropriate/recognisable experience in an area after obtaining the relevant qualification (e.g. National Diploma or Degree in Environmental Management or Natural Sciences.	14 <sup>th</sup>
15			At least 30 years' appropriate/recognisable experience in an area after obtaining the relevant qualification (e.g. National Diploma or Degree in Environmental Management or Natural Sciences.	15 <sup>th</sup>
16			At least 32 years' appropriate/recognisable experience in an area after obtaining the relevant qualification (e.g. National Diploma or Degree in Environmental Management or Natural Sciences.	16 <sup>th</sup>
<b>Biodiversity Officer</b>			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	Biodiversity Officer Grade A	EO A	At least 0 - 2 years' appropriate/recognisable experience in an area after obtaining the relevant qualification (e.g. National Diploma or Degree in Environmental Management or Natural Sciences.	Minimum/ 1st notch/ package
2			At least 4 years' appropriate/recognisable experience in an area after obtaining the relevant qualification (e.g. National Diploma or Degree in Environmental Management or Natural Sciences.	2nd
3			At least 6 years' appropriate/recognisable experience in an area after obtaining the relevant qualification (e.g. National Diploma or Degree in Environmental Management or Natural Sciences.	3rd
4			At least 8 years' appropriate/recognisable experience in an area after obtaining the relevant qualification (e.g. National Diploma or Degree in Environmental Management or Natural Sciences.	4th
5			At least 10 years' appropriate/recognisable experience in an area after obtaining the relevant qualification (e.g. National Diploma or Degree in Environmental Management or Natural Sciences.	5th
6			At least 12 years' appropriate/recognisable experience in an area after obtaining the relevant qualification (e.g. National Diploma or Degree in Environmental Management or Natural Sciences.	6th
7			At least 14 years' appropriate/recognisable experience in an area after obtaining the relevant qualification (e.g. National Diploma or Degree in Environmental Management or Natural Sciences.	7th

	JOB LEVEL	SCALE	RECOGNITION BASIS	Notch/ Package on scale
			Experience profile	
8			At least 16 years' appropriate/recognisable experience in an area after obtaining the relevant qualification (e.g. National Diploma or Degree in Environmental Management or Natural Sciences.	8th
9	Biodiversity Officer Grade B	EO B	At least 18 years' appropriate/recognisable experience in an area after obtaining the relevant qualification (e.g. National Diploma or Degree in Environmental Management or Natural Sciences.	9th
10			At least 20 years' appropriate/recognisable experience in an area after obtaining the relevant qualification (e.g. National Diploma or Degree in Environmental Management or Natural Sciences.	10th
11			At least 22 years' appropriate/recognisable experience in an area after obtaining the relevant qualification (e.g. National Diploma or Degree in Environmental Management or Natural Sciences.	11th
12			At least 24 years' appropriate/recognisable experience in an area after obtaining the relevant qualification (e.g. National Diploma or Degree in Environmental Management or Natural Sciences.	12th
13			At least 26 years' appropriate/recognisable experience in an area after obtaining the relevant qualification (e.g. National Diploma or Degree in Environmental Management or Natural Sciences.	13th
14			At least 28 years' appropriate/recognisable experience in an area after obtaining the relevant qualification (e.g. National Diploma or Degree in Environmental Management or Natural Sciences.	14 <sup>th</sup>
15			At least 30 years' appropriate/recognisable experience in an area after obtaining the relevant qualification (e.g. National Diploma or Degree in Environmental Management or Natural Sciences.	15 <sup>th</sup>
16			At least 32 years' appropriate/recognisable experience in an area after obtaining the relevant qualification (e.g. National Diploma or Degree in Environmental Management or Natural Sciences.	16 <sup>th</sup>

**Note:**

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