

**ANNEXURE C**  
**OCCUPATION SPECIFIC DISPENSATION (OSD)**

**COMMUNITY DEVELOPMENT  
PRACTITIONER**



## GLOSSARY OF TERMS

CDP	The relevant salary for the occupation social work.
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.
Experiential competencies	Relates to an employees capacity to meet the job requirements in terms of the number of years appropriate experience after obtaining the required qualification or registration.
Functional	The technical expertise and knowledge required for an employee in the social service professions and occupations to perform the prescribed functions of the specific post.
Generic	General (transversal) competencies that apply to the majority of staff that renders services in the social service professions and occupations.
Grade (level)	A higher work level, with advanced duties which requires more advanced competencies (at production level) which can be reached by means of grade progression.
Grade 1,2,3 and 4	The relevant grades within one particular specified post.
Grade progression	Grade progression is progression to the higher production level, against the production level post, 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 higher work level, with distinct duties (supervisory/managerial duties) which can be reached by means of post promotion.

## OCCUPATIONAL SPECIFIC DISPENSATION

### COMMUNITY DEVELOPMENT PRACTITIONER

**Effective date of Dispensation: 1 April 2008**

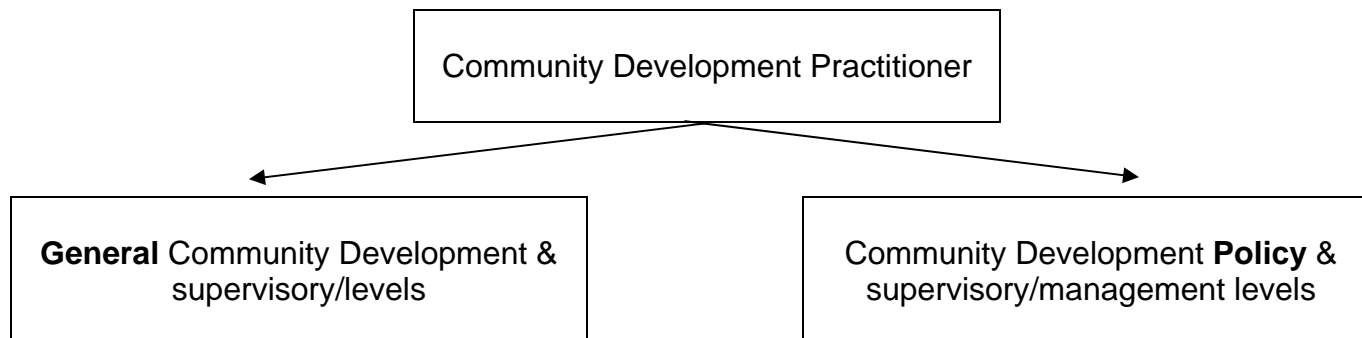
**1. SCOPE OF APPLICABILITY**

This dispensation is applicable to community development practitioners and assistants who are appointed in terms of the Public Service Act, 1994.

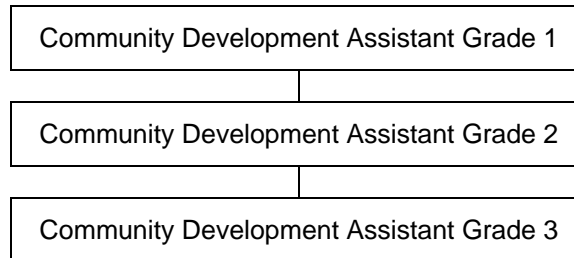
**2. SCOPE / DESCRIPTION OF OCCUPATION**

Identify, plan and implement integrated and transformative social development programs in partnership with key stakeholders for the effective empowerment of human and social capital through a community development approach towards sustainable livelihoods.

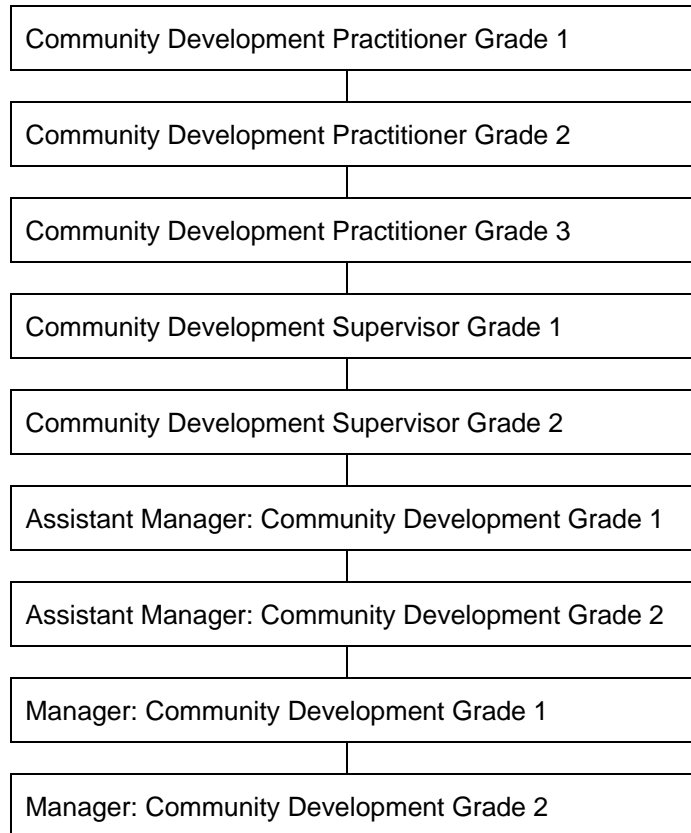
**3. EXPOSITION OF WORK STREAMS AND LEVELS PROVIDED FOR IN THE DISPENSATION**



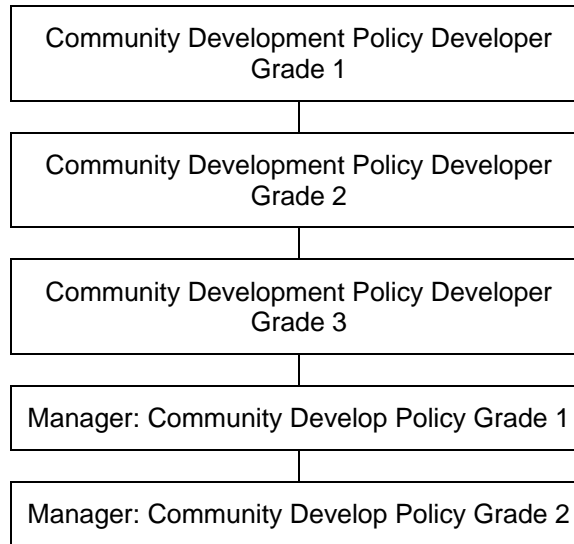
3.1 **Community Development Assistant**



3.2 **General Community Development, supervisory & management levels**



3.3 **Community Development Policy & Management levels**



#### 4. GRADE AND SALARY STRUCTURE

	JOB TITLE	JOB PURPOSE (SHORT DESCRIPTION)	EQUATE LEVEL	SALARY SCALE SEE APPENDIX 1	POST CLASS CODE	JOB TITLE CODE
<b>COMMUNITY DEVELOPMENT ASSISTANT</b>						
1	Community Development Assistant Grade 1	To assist in the facilitation, identification, planning and implementation of integrated and transformative social development programs in partnership with key stake holders for the effective empowerment of human and social capital through a community development approach towards sustainable livelihoods.	4	CD-A1	Assistant Community Development Practitioner – employees on the 3 assistant grades (job title codes) are kept in service against this post <b>82320</b>	82320
2	Community Development Assistant Grade 2	To assist in the facilitation, identification, planning and implementation of integrated and transformative social development programs in partnership with key stake holders for the effective empowerment of human and social capital through a community development approach towards sustainable livelihoods.	4	CD-A2		82321
3	Community Development Assistant Grade 3	To assist in the facilitation, identification, planning and implementation of integrated and transformative social development programs in partnership with key stake holders for the effective empowerment of human and social capital through a community development approach towards sustainable livelihoods.	4	CD-A3		82322
<b>GENERAL COMMUNITY DEVELOPMENT, SUPERVISORY AND MANAGEMENT LEVELS</b>						
1	Community Development Practitioner Grade 1	To facilitate the identification, planning and implementation of integrated and transformative social development programs in partnership with key stake holders for the effective empowerment of human and social capital through a community development approach towards sustainable livelihoods.	6	CD-A4	Community Development Practitioner – employees on the 3 production grades (job title codes) are kept in service against this post <b>82330</b>	82330
2	Community Development Practitioner Grade 2	To facilitate the identification, planning and implementation of integrated and transformative social development programs in partnership with key stake holders for the effective empowerment of human and social capital through a community development approach towards sustainable livelihoods.	6	CD-A5		82331
3	Community Development Practitioner Grade 3	To facilitate the identification, planning and implementation of integrated and transformative social development programs in partnership with key stake holders for the effective empowerment of human and social capital through	6	CD-A6		82332

	JOB TITLE	JOB PURPOSE (SHORT DESCRIPTION)	EQUATE LEVEL	SALARY SCALE SEE APPENDIX 1	POST CLASS CODE	JOB TITLE CODE
		a community development approach towards sustainable livelihoods.				
4	Community Development Supervisor Grade 1	To supervise the identification, planning and implementation of integrated and transformative social development programs in partnership with key stakeholders for the effective empowerment of human and social capital through a community development approach towards sustainable livelihoods. This will include the undertaking of development programs where workload and complexity is a problem for supervisees.	9	CD-A7	Community Development Supervisor – employees on the 2 supervisory grades (job title codes) are kept in service against this post <u>82340</u>	82340
5	Community Development Supervisor Grade 2	To supervise the identification, planning and implementation of integrated and transformative social development programs in partnership with key stakeholders for the effective empowerment of human and social capital through a community development approach towards sustainable livelihoods. This will include the undertaking of development programs where workload and complexity is a problem for supervisees.	9	CD-A8		82341
6	Assistant Manager: Community Development Grade 1	To ensure the effective coordination of the identification, planning and implementation of integrated and transformative social development programs are delivered within an identified service delivery area in partnership with key stakeholders for the effective empowerment of human and social capital through a community development approach towards sustainable livelihoods. This would include the undertaking of development programs where workload and complexity is a problem in the unit/sub-directorate.	10	CD-A9	Assistant Manager Community Development – employees on the 2 assistant manager grades (job title codes) are kept in service against this post <u>82350</u>	82350
7	Assistant Manager: Community Development Grade 2	To ensure the effective coordination of the identification, planning and implementation of integrated and transformative social development programs are delivered within an identified service delivery area in partnership with key stakeholders for the effective empowerment of human and social capital through a community development approach towards sustainable livelihoods. This would include the undertaking of development programs where workload and complexity is a problem in the unit/sub-directorate.	10	CD-A10		82351
8	Manager: Community Development Grade 1	To manage the identification, planning and implementation of integrated and transformative social development	11	CD-A11	Manager Community Development – employees on the	82360

	JOB TITLE	JOB PURPOSE (SHORT DESCRIPTION)	EQUATE LEVEL	SALARY SCALE SEE APPENDIX 1	POST CLASS CODE	JOB TITLE CODE
		programs are delivered by the unit/sub directorate in partnership with key stakeholders for the effective empowerment of human and social capital through a community development approach towards sustainable livelihoods. This will include the undertaking of development programs where workload and complexity are a problem in the unit/sub directorate.			2 manager grades (job title codes) are kept in service against this post <u>82360</u>	
9	Manager: Community Development Grade 2	To manage the identification, planning and implementation of integrated and transformative social development programs are delivered by the unit/sub directorate in partnership with key stakeholders for the effective empowerment of human and social capital through a community development approach towards sustainable livelihoods. This will include the undertaking of development programs where workload and complexity are a problem in the unit/sub directorate.	11	CD-A12		82361
<b>COMMUNITY DEVELOPMENT POLICY &amp; SUPERVISORY / MANAGEMENT LEVELS</b>						
1	Community Development Policy Developer Grade 1	Develop, implement and maintain community development policies.	9	CD-B1	Community Development Policy Developer – employees on the 3 production grades (job title codes) are kept in service against this post <u>82370</u>	82370
2	Community Development Policy Developer Grade 2	Develop, implement and maintain community development policies.	9	CD-B2		82371
3	Community Development Policy Developer Grade 3	Develop, implement and maintain community development policies.	9	CD-B3		82372
4	Manager: Community Development Policy Grade 1	To ensure that policies for rendering a community development service is developed, implemented and maintained.	11	CD-B4	Manager Community Development Policy Development – employees on the 2 manager grades (job title codes) are kept in service against this post <u>82380</u>	82380
5	Manager: Community Development Policy Grade 2	To ensure that policies for rendering a community development service is developed, implemented and maintained.	11	CD-B5		82381

## 5. PRESCRIBED BENCHMARK JOB DESCRIPTIONS

	JOB TITLE	ATTACHED ANNEXURE
1	Community Development Assistant Grade 1, 2 and 3	A
2	Community Development Practitioner Grade 1, 2 and 3	B
3	Community Development Supervisor Grade 1 and 2	C
4	Assistant Manager: Community Development Grade 1 and 2	D
5	Manager: Community Development Grade 1 and 2	E



6	Community Development Policy Developer Grade 1, 2 and 3	F
7	Manager: Community Develop Policy Grade 1 and 2	G

## 6. APPOINTMENT REQUIREMENTS FROM OUTSIDE THE PUBLIC SERVICE

JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
			FUNCTIONAL	GENERIC	
1. Community Development Assistant Grade 1	Grade 12 qualification	None	<ol style="list-style-type: none"> <li>1. <b>Social engagement:</b> Must have knowledge of community development environment, attitudes and values for the engagement in the Social development of communities.</li> <li>2. <b>Understanding community dynamics:</b> Must understand the social dynamics of communities</li> <li>3. <b>Understanding community development programs:</b> Must be able to assist with the facilitation and implementation of various social development programs/ interventions.</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Communication:</b> Must be able to convey simple and easy to understand messages/ information to community.</li> <li>2. <b>Empathy:</b> Must be able to respect and build positive relationships with the community.</li> <li>3. <b>Trustworthiness:</b> Must be able to build a positive relationship of trust with the community.</li> <li>4. <b>Computer literacy:</b> Must demonstrate basic computer literacy.</li> <li>5. <b>Honesty:</b> Must be principled and true to one self and others.</li> <li>6. <b>Team work and collaboration:</b> Must be able to work cooperatively with others and be part of a team.</li> <li>7. <b>Understanding principles:</b> Must understand the principles applied in community work.</li> </ol>	None
2. Community Development Assistant Grade 2	Grade 12 qualification OR Successful completion of the 2 <sup>nd</sup> year of studies of an appropriate tertiary	None	<ol style="list-style-type: none"> <li>1. <b>Social engagement:</b> Must have knowledge of community development environment, attitudes and values for the engagement in the</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Communication:</b> Must be able to convey simple and easy to understand messages/ information to community.</li> <li>2. <b>Empathy:</b> Must be able to respect and build</li> </ol>	A minimum of 10 years appropriate experience in Community Development work after obtaining the required qualification OR

JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
			FUNCTIONAL	GENERIC	
	qualification that would be appropriate for appointment in the Community Development Practitioner career path		<p>2. <b>Understanding community dynamics:</b> Must understand the social dynamics of communities</p> <p>3. <b>Understanding community development programs:</b> Must be able to assist with the facilitation and implementation of various social development programs/ interventions.</p>	<p>3. <b>Trustworthiness:</b> Must be able to build a positive relationship of trust with the community.</p> <p>4. <b>Computer literacy:</b> Must demonstrate basic computer literacy.</p> <p>5. <b>Honesty:</b> Must be principled and true to one self and others.</p> <p>6. <b>Team work and collaboration:</b> Must be able to work cooperatively with others and be part of a team.</p> <p>7. <b>Understanding principles:</b> Must understand the principles applied in community work.</p>	No experience after successful completion of the 2 <sup>nd</sup> academic year of an appropriate tertiary qualification that would be appropriate for appointment in the Community Development Practitioner career path
3. Community Development Assistant Grade 3	Grade 12 qualification  OR  Successful completion of the 2 <sup>nd</sup> year of studies of an appropriate tertiary qualification that would be appropriate for appointment in the Community Development Practitioner career path	None	<p>1. <b>Social engagement:</b> Must have knowledge of community development environment, attitudes and values for the engagement in the Social development of communities.</p> <p>2. <b>Understanding community dynamics:</b> Must understand the social dynamics of communities</p> <p>3. <b>Understanding community development programs:</b> Must be able to assist with the facilitation and implementation of various social development</p>	<p>1. <b>Communication:</b> Must be able to convey simple and easy to understand messages/ information to community.</p> <p>2. <b>Empathy:</b> Must be able to respect and build positive relationships with the community.</p> <p>3. <b>Trustworthiness:</b> Must be able to build a positive relationship of trust with the community.</p> <p>4. <b>Computer literacy:</b> Must demonstrate basic computer literacy.</p> <p>5. <b>Honesty:</b> Must be principled and true to one self and others.</p>	<p>A minimum of 20 years appropriate experience in Community Development work after obtaining the required qualification</p> <p>OR</p> <p>A minimum of 10 years appropriate experience after successful completion of the 2<sup>nd</sup> academic year of an appropriate tertiary qualification that would be appropriate for appointment in the Community Development Practitioner career path</p>

JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
			FUNCTIONAL	GENERIC	
			programs/ interventions.	<p>6. <b>Team work and collaboration:</b> Must be able to work cooperatively with others and be part of a team.</p> <p>7. <b>Understanding principles:</b> Must understand the principles applied in community work.</p>	
4. Community Development Practitioner Grade 1	An appropriate three-year tertiary qualification	None	<p>1. <b>Knowledge of human behaviour and social systems:</b> Must have knowledge of human behavior and social systems</p> <p>2. <b>Community development intervention:</b> Must have knowledge of legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment</p> <p>3. <b>Counselling:</b> Must be able to provide basic counseling services and empower communities.</p> <p>4. <b>Community development research:</b> Must be able to conduct research relating to community development work.</p> <p>5. <b>Understanding community development programs:</b> Must be able to facilitate, identify, plan and implement various</p>	<p>1. <b>Impact and influence:</b> Must be able to influence individuals and groups to participate in their self-empowerment ventures</p> <p>2. <b>Planning and organizing:</b> Must be able to plan and organize own work effectively</p> <p>3. <b>Presentation skills:</b> Must be able to conduct presentations to various community development structures.</p> <p>4. <b>Communication:</b> Must demonstrate effective communication with various stakeholders and be able to write clear documentations.</p> <p>5. <b>Computer literacy:</b> Must demonstrate basic computer literacy</p> <p>6. <b>Empathy:</b> Must be able to respect and build positive relationships with the community.</p> <p>7. <b>Trustworthiness:</b> Must be able to build a positive relationship of trust with the community.</p>	None

JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
			FUNCTIONAL	GENERIC	
			<p>community development programs/ interventions.</p> <p>6. <b>Managing community projects:</b> Must be able to manage community development projects.</p> <p>7. <b>Understanding community dynamics:</b> Must have knowledge of the inter-relations within community structures and dynamics of the community.</p> <p>8. <b>Networking and establishing partnerships:</b> Must be able to liaise and interact with various community development structures to facilitate collaboration and to establish partnership to ensure sustainability of development actions within the community.</p> <p>9. <b>Understanding community development legislation:</b> Must have knowledge and understanding of policies and legislation related to community development</p>	<p>8. <b>Honesty:</b> Must be principled and true to one self and others.</p> <p>9. <b>Team work and collaboration:</b> Must be able to work cooperatively with others, be part of a team</p> <p>10. <b>Understanding principles:</b> Must understand the principles applied in community work.</p>	
5. Community Development Practitioner Grade 2	An appropriate three-year tertiary qualification	None	<p>1. <b>Knowledge of human behaviour and social systems:</b> Must have knowledge of human behavior and social systems</p> <p>2. <b>Community development intervention:</b> Must have</p>	<p>1. <b>Impact and influence:</b> Must be able to influence individuals and groups to participate in their self-empowerment ventures</p> <p>2. <b>Planning and organizing:</b> Must be able to plan and organize own work effectively</p>	A minimum of 10 years appropriate experience in Community Development work after obtaining the required tertiary qualification

JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
			FUNCTIONAL	GENERIC	
			<p>knowledge of legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment</p> <p>3. <b>Counselling:</b> Must be able to provide basic counseling services and empower communities.</p> <p>4. <b>Community development research:</b> Must be able to conduct research relating to community development work.</p> <p>5. <b>Understanding community development programs:</b> Must be able to facilitate, identify, plan and implement various community development programs/ interventions.</p> <p>6. <b>Managing community projects:</b> Must be able to manage community development projects.</p> <p>7. <b>Understanding community dynamics:</b> Must have knowledge of the inter-relations within community structures and dynamics of the community.</p> <p>8. <b>Networking and establishing partnerships:</b> Must be able to liaise and interact</p>	<p>3. <b>Presentation skills:</b> Must be able to conduct presentations to various community development structures.</p> <p>4. <b>Communication:</b> Must demonstrate effective communication with various stakeholders and be able to write clear documentations.</p> <p>5. <b>Computer literacy:</b> Must demonstrate basic computer literacy</p> <p>6. <b>Empathy:</b> Must be able to respect and build positive relationships with the community.</p> <p>7. <b>Trustworthiness:</b> Must be able to build a positive relationship of trust with the community.</p> <p>8. <b>Honesty:</b> Must be principled and true to one self and others.</p> <p>9. <b>Team work and collaboration:</b> Must be able to work cooperatively with others, be part of a team</p> <p>10. <b>Understanding principles:</b> Must understand the principles applied in community work.</p>	

JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
			FUNCTIONAL	GENERIC	
			<p>with various community development structures to facilitate collaboration and to establish partnership to ensure sustainability of development actions within the community.</p> <p>9. <b>Understanding community development legislation:</b> Must have knowledge and understanding of policies and legislation related to community development</p>		
6. Community Development Practitioner Grade 3	An appropriate three-year tertiary qualification	None	<p>1. <b>Knowledge of human behaviour and social systems:</b> Must have knowledge of human behavior and social systems</p> <p>2. <b>Community development intervention:</b> Must have knowledge of legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment</p> <p>3. <b>Counselling:</b> Must be able to provide basic counseling services and empower communities.</p> <p>4. <b>Community development research:</b> Must be able to conduct research relating to</p>	<p>1. <b>Impact and influence:</b> Must be able to influence individuals and groups to participate in their self-empowerment ventures</p> <p>2. <b>Planning and organizing:</b> Must be able to plan and organize own work effectively</p> <p>3. <b>Presentation skills:</b> Must be able to conduct presentations to various community development structures.</p> <p>4. <b>Communication:</b> Must demonstrate effective communication with various stakeholders and be able to write clear documentations.</p> <p>5. <b>Computer literacy:</b> Must demonstrate basic computer literacy</p> <p>6. <b>Empathy:</b> Must be able to respect and build</p>	A minimum of 20 years appropriate experience in Community Development work after obtaining the required tertiary qualification

JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
			FUNCTIONAL	GENERIC	
			<p>community development work.</p> <p>5. <b>Understanding community development programs:</b> Must be able to facilitate, identify, plan and implement various community development programs/ interventions.</p> <p>6. <b>Managing community projects:</b> Must be able to manage community development projects.</p> <p>7. <b>Understanding community dynamics:</b> Must have knowledge of the inter-relations within community structures and dynamics of the community.</p> <p>8. <b>Networking and establishing partnerships:</b> Must be able to liaise and interact with various community development structures to facilitate collaboration and to establish partnership to ensure sustainability of development actions within the community.</p> <p>9. <b>Understanding community development legislation:</b> Must have knowledge and understanding of policies and legislation related to community development</p>	<p>positive relationships with the community.</p> <p>7. <b>Trustworthiness:</b> Must be able to build a positive relationship of trust with the community.</p> <p>8. <b>Honesty:</b> Must be principled and true to one self and others.</p> <p>9. <b>Team work and collaboration:</b> Must be able to work cooperatively with others, be part of a team</p> <p>10. <b>Understanding principles:</b> Must understand the principles applied in community work.</p>	



JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
			FUNCTIONAL	GENERIC	
7. Community Development Supervisor Grade 1	An appropriate three-year tertiary qualification	None	<ol style="list-style-type: none"> <li>1. <b>Understanding community development programs:</b> Must be able to supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders.</li> <li>2. <b>Knowledge of human behaviour and social systems:</b> Must have knowledge and understanding of human behavior and social systems</li> <li>3. <b>Understanding community dynamics:</b> Must have knowledge and understanding of the inter-relations within community structures, dynamic of the community and current legislation to enable interventions.</li> <li>4. <b>Networking and establishing partnerships:</b> Must ensure that there is communication and co-ordination with all relevant role players, internal and external (e.g. in departments/provinces, NGOs, local community</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Financial management:</b> Must be able to make inputs on the budget of the work unit.</li> <li>2. <b>Communication:</b> Must demonstrate effective communication with various stakeholders and be able to write clear documentations including reports.</li> <li>3. <b>Problem solving:</b> Must be able to analyse situations and solve problems</li> <li>4. <b>Computer literacy:</b> Must demonstrate basic computer literacy</li> <li>5. <b>Planning and organizing:</b> Must be able to plan and organize own work and work of others.</li> <li>6. <b>Conflict management:</b> Must be able to handle conflict situations and help others to work through conflicts and find solutions</li> <li>7. <b>Trustworthiness:</b> Must be able to build a positive relationship of trust with the community and colleagues.</li> <li>8. <b>Ethics:</b> Must be able to display good ethical and moral conduct.</li> <li>9. <b>Developing others:</b> Must be able to mentor, coach and provide continuous support,</li> </ol>	A minimum of 7 years recognisable experience in Community Development after obtaining the required qualification

JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
			FUNCTIONAL	GENERIC	
			<p>structures.</p> <p>5. <b>Community development research:</b> Must be able to conduct research relating to community development work</p> <p>6. <b>Managing community projects:</b> Must be able to manage and coordinate community development projects</p> <p>7. <b>Understanding community development legislation:</b> Must be able to implement policies and legislation related to community development</p>	<p>guidance and advice to community development practitioners.</p> <p>10. <b>People management :</b> Must be able to manage the performance and conduct of others.</p> <p>11. <b>Understanding principles:</b> Must understand and be able to apply the principles applied in community work.</p> <p>12. <b>Project management:</b> Must be able to plan and manage projects in order to deliver on time, within cost and at the required quality level.</p> <p>13. <b>Continuous improvement:</b> Must keep up to date with new developments in the community development field to enhance service delivery.</p>	
8. Community Development Supervisor Grade 2	An appropriate three-year tertiary qualification	None	<p>1. <b>Understanding community development programs:</b> Must be able to supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders.</p> <p>2. <b>Knowledge of human</b></p>	<p>1. <b>Financial management:</b> Must be able to make inputs on the budget of the work unit.</p> <p>2. <b>Communication:</b> Must demonstrate effective communication with various stakeholders and be able to write clear documentations including reports.</p> <p>3. <b>Problem solving:</b> Must be able to analyse situations and solve</p>	Grade not to used for advertisement and appointment purposes

JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
			FUNCTIONAL	GENERIC	
			<p>behaviour and social systems: Must have knowledge and understanding of human behavior and social systems</p> <p>3. <b>Understanding community dynamics:</b> Must have knowledge and understanding of the inter-relations within community structures, dynamic of the community and current legislation to enable interventions.</p> <p>4. <b>Networking and establishing partnerships:</b> Must ensure that there is communication and co-ordination with all relevant role players, internal and external (e.g. in departments/provinces, NGOs, local community structures.</p> <p>5. <b>Community development research:</b> Must be able to conduct research relating to community development work</p> <p>6. <b>Managing community projects:</b> Must be able to manage and coordinate community development projects</p> <p>7. <b>Understanding</b></p>	<p>problems</p> <p>4. <b>Computer literacy:</b> Must demonstrate basic computer literacy</p> <p>5. <b>Planning and organizing:</b> Must be able to plan and organize own work and work of others.</p> <p>6. <b>Conflict management:</b> Must be able to handle conflict situations and help others to work through conflicts and find solutions</p> <p>7. <b>Trustworthiness:</b> Must be able to build a positive relationship of trust with the community and colleagues.</p> <p>8. <b>Ethics:</b> Must be able to display good ethical and moral conduct.</p> <p>9. <b>Developing others:</b> Must be able to mentor, coach and provide continuous support, guidance and advice to community development practitioners.</p> <p>10. <b>People management :</b> Must be able to manage the performance and conduct of others.</p> <p>11. <b>Understanding principles:</b> Must understand and be able to apply the principles applied in community work.</p> <p>12. <b>Project management:</b></p>	

JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
			FUNCTIONAL	GENERIC	
			<p><b>community development legislation:</b> Must be able to implement policies and legislation related to community development</p>	<p>Must be able to plan and manage projects in order to deliver on time, within cost and at the required quality level.</p> <p><b>13. Continuous improvement:</b> Must keep up to date with new developments in the community development field to enhance service delivery.</p>	
9. Assistant Manager: Community Development Grade 1	An appropriate three-year tertiary qualification	None	<ol style="list-style-type: none"> <li>1. <b>Knowledge of human behaviour and social systems:</b> Must have knowledge and understanding of human behavior and social systems</li> <li>2. <b>Understanding community dynamics:</b> Must have knowledge and understanding of the inter-relations within community structures, dynamics of the community and current legislation to enable interventions.</li> <li>3. <b>Networking and establishing partnerships:</b> Must be able to manage the relations with all relevant role players, internal and external (e.g. in departments/provinces, NGOs, local community structures).</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Team leadership:</b> Must be able to build cohesive teams in order to achieve the required outputs</li> <li>2. <b>Communication:</b> Must demonstrate effective communication with various stakeholders, be able to compile reports and conduct presentations.</li> <li>3. <b>Problem solving:</b> Must be able to analyse situations and solve problems</li> <li>4. <b>Understanding of principles:</b> Must understand the principles applied in community</li> <li>5. <b>Planning and organizing:</b> Must be able to plan and organize own work and that of others to ensure proper community services</li> <li>6. <b>Developing others:</b> Must be able to mentor, coach and provide</li> </ol>	A minimum of 8 years recognisable experience in Community Development after obtaining the required qualification

JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
			FUNCTIONAL	GENERIC	
			<p>4. <b>Understanding community development programs:</b> Must be able to coordinate the identification, facilitation and implementation of integrated development interventions/ programs in partnership with other relevant stakeholders through the efficient, effective and economical utilization of resources by the service delivery area.</p> <p>5. <b>Community development research:</b> Must be able to conduct research relating to community development work</p> <p>6. <b>Understanding community development legislation:</b> Must be able to interpret, implement and give guidance on policies and legislation related to community development.</p>	<p>7. <b>People management:</b> Must be able to manage the performance and conduct of others.</p> <p>8. <b>Project management:</b> Must be able to plan and manage projects to deliver on time, within cost and at the required quality level.</p> <p>9. <b>Conflict management:</b> Must be able to handle conflict situations and help others to work through conflicts and find solutions</p> <p>10. <b>Influence:</b> Must be able to influence individuals and groups to achieve a specific objective.</p> <p>11. <b>Understanding principles:</b> Must understand, be able to apply and advice on principles applied in community work.</p> <p>12. <b>Financial management:</b> Must be able to plan the work unit's budget required to achieve unit objectives</p> <p>13. <b>Continuous improvement:</b> Must keep up to date with new developments in the community development management fields to enhance service delivery.</p>	

JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
			FUNCTIONAL	GENERIC	
10. Assistant Manager: Community Development Grade 2	An appropriate three-year tertiary qualification	None	<ol style="list-style-type: none"> <li>1. <b>Knowledge of human behaviour and social systems:</b> Must have knowledge and understanding of human behavior and social systems</li> <li>2. <b>Understanding community dynamics:</b> Must have knowledge and understanding of the inter-relations within community structures, dynamics of the community and current legislation to enable interventions.</li> <li>3. <b>Networking and establishing partnerships:</b> Must be able to manage the relations with all relevant role players, internal and external (e.g. in departments/provinces, NGOs, local community structures.</li> <li>4. <b>Understanding community development programs:</b> Must be able to coordinate the identification, facilitation and implementation of integrated development interventions/ programs in partnership with other relevant stakeholders through the efficient, effective and economical</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Team leadership:</b> Must be able to build cohesive teams in order to achieve the required outputs</li> <li>2. <b>Communication:</b> Must demonstrate effective communication with various stakeholders, be able to compile reports and conduct presentations.</li> <li>3. <b>Problem solving:</b> Must be able to analyse situations and solve problems</li> <li>4. <b>Understanding of principles:</b> Must understand the principles applied in community work.</li> <li>5. <b>Planning and organizing:</b> Must be able to plan and organize own work and that of others to ensure proper community services.</li> <li>6. <b>Developing others:</b> Must be able to mentor, coach and provide continuous support, guidance and advice to supervisees.</li> <li>7. <b>People management:</b> Must be able to manage the performance and conduct of others.</li> <li>8. <b>Project management:</b> Must be able to plan and manage projects to deliver on time, within</li> </ol>	Grade not to used for advertisement and appointment purposes

JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
			FUNCTIONAL	GENERIC	
			<p>utilization of resources by the service delivery area.</p> <p>5. <b>Community development research:</b> Must be able to conduct research relating to community development work</p> <p>6. <b>Understanding community development legislation:</b> Must be able to interpret, implement and give guidance on policies and legislation related to community development.</p>	<p>cost and at the required quality level.</p> <p>9. <b>Conflict management:</b> Must be able to handle conflict situations and help others to work through conflicts and find solutions</p> <p>10. <b>Influence:</b> Must be able to influence individuals and groups to achieve a specific objective.</p> <p>11. <b>Understanding principles:</b> Must understand, be able to apply and advice on principles applied in community work.</p> <p>12. <b>Financial management:</b> Must be able to plan the work unit's budget required to achieve unit objectives</p> <p>13. <b>Continuous improvement:</b> Must keep up to date with new developments in the community development management fields to enhance service delivery.</p>	
11. Manager: Community Development Grade 1	An appropriate three-year tertiary qualification	None	<p>1. <b>Understanding community development programs:</b> Must be able to manage the identification, facilitation and implementation of integrated development interventions/ programs in partnership with the</p>	<p>1. <b>Understanding of principles:</b> Must understand, be able to apply and advice on principles applied in community work.</p> <p>2. <b>Impact and influence:</b> Must be able to influence individuals and groups to achieve a specific</p>	A minimum of 10 years recognisable experience in Community Development after obtaining the required qualification

JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
			FUNCTIONAL	GENERIC	
			<p>community and other relevant stakeholders through the efficient, effective and economical utilisation of resources by the unit/sub directorate.</p> <p>2. <b>Understanding community development legislation:</b> Must be able to interpret, advice, develop proposals on legislation and policies and determine whether the legislation and policies are still relevant and comply with current requirements.</p> <p>3. <b>Community development research:</b> Must be able to undertake/facilitate complex community development research.</p>	<p>objective.</p> <p>3. <b>Innovation:</b> Must be able to generate ideas and innovative approaches in order to contribute solutions to problems.</p> <p>4. <b>Valuing diversity:</b> Must be able to manage and work effectively and co-operatively with persons of diverse backgrounds.</p> <p>5. <b>Communication:</b> Must be able to write formal documentations (ie, reports) and communicate verbally through the selection of relevant delivery mechanisms.</p> <p>6. <b>Problem solving:</b> Must be able to identify, define problems and develop solutions.</p> <p>7. <b>Team work and collaboration:</b> Must be able to work co-operatively with others, build and manage cohesive work teams to achieve the required outputs.</p> <p>8. <b>Applied strategic thinking:</b> Must be able to operationalize and implement the strategic imperatives and policies.</p> <p>9. <b>Financial management:</b> Must be able to plan the work- unit's budget required to achieve unit</p>	



JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
			FUNCTIONAL	GENERIC	
				<p>objectives.</p> <p>10. <b>Developing others:</b> Must be able to develop, coach and foster long term learning of others in the work unit.</p> <p>11. <b>Conflict management:</b> Must be able to handle conflict situations and help others to work through conflicts and find solutions in a constructive manner.</p> <p>12. <b>Networking and building bonds:</b> Must be able to build and maintain a network of professional relations.</p> <p>13. <b>Planning and organizing:</b> Must be able to plan and organize own work and the work of the work unit and groups.</p> <p>14. <b>Project management:</b> Must be able to plan and manage projects in order to deliver on time, within cost and at the required quality level.</p> <p>15. <b>Continuous improvement:</b> Must keep up to date with new developments in the community development and management fields to enhance service delivery.</p>	
12. Manager:	An appropriate three-	None	1. <b>Understanding</b>	1. <b>Understanding of</b>	Grade not to used for

JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
			FUNCTIONAL	GENERIC	
Community Development Grade 2	year tertiary qualification		<p><b>community development programs:</b> Must be able to manage the identification, facilitation and implementation of integrated development interventions/ programs in partnership with the community and other relevant stakeholders through the efficient, effective and economical utilisation of resources by the unit/sub directorate.</p> <p>2. <b>Understanding community development legislation:</b> Must be able to interpret, advice, develop proposals on legislation and policies and determine whether the legislation and policies are still relevant and comply with current requirements.</p> <p>3. <b>Community development research:</b> Must be able to undertake/facilitate complex community development research.</p>	<p><b>principles:</b> Must understand, be able to apply and advice on principles applied in community work.</p> <p>2. <b>Impact and influence:</b> Must be able to influence individuals and groups to achieve a specific objective.</p> <p>3. <b>Innovation:</b> Must be able to generate ideas and innovative approaches in order to contribute solutions to problems.</p> <p>4. <b>Valuing diversity:</b> Must be able to manage and work effectively and co-operatively with persons of diverse backgrounds.</p> <p>5. <b>Communication:</b> Must be able to write formal documentations (ie, reports) and communicate verbally through the selection of relevant delivery mechanisms.</p> <p>6. <b>Problem solving:</b> Must be able to identify, define problems and develop solutions.</p> <p>7. <b>Team work and collaboration:</b> Must be able to work co-operatively with others, build and manage cohesive work teams to achieve the required outputs.</p>	advertisement and appointment purposes

JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
			FUNCTIONAL	GENERIC	
				<p>8. <b>Applied strategic thinking:</b> Must be able to operationalize and implement the strategic imperatives and policies.</p> <p>9. <b>Financial management:</b> Must be able to plan the work- unit's budget required to achieve unit objectives.</p> <p>10. <b>Developing others:</b> Must be able to develop, coach and foster long term learning of others in the work unit.</p> <p>11. <b>Conflict management:</b> Must be able to handle conflict situations and help others to work through conflicts and find solutions in a constructive manner.</p> <p>12. <b>Networking and building bonds:</b> Must be able to build and maintain a network of professional relations.</p> <p>13. <b>Planning and organizing:</b> Must be able to plan and organize own work and the work of the work unit and groups.</p> <p>14. <b>Project management:</b> Must be able to plan and manage projects in order to deliver on time, within cost and at the required quality level.</p> <p>15. <b>Continuous improvement:</b> Must</p>	

JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
			FUNCTIONAL	GENERIC	
				keep up to date with new developments in the community development and management fields to enhance service delivery.	
13. Community Development Policy Developer Grade 1	An appropriate three-year tertiary qualification	None	<ol style="list-style-type: none"> <li>1. <b>Knowledge of human behaviour and social systems:</b> Must have knowledge of human behavior and social systems</li> <li>2. <b>Community development intervention:</b> Must have knowledge of legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment</li> <li>3. <b>Counselling:</b> Must be able to provide basic counseling services and empower communities.</li> <li>4. <b>Community development research:</b> Must be able to conduct research relating to community development work.</li> <li>7. <b>Understanding community development programs:</b> Must be able to facilitate, identify, plan and implement various community development programs/ interventions.</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Impact and influence:</b> Must be able to influence individuals and groups to participate in their self-empowerment ventures</li> <li>2. <b>Planning and organizing:</b> Must be able to plan and organize own work effectively</li> <li>3. <b>Presentation skills:</b> Must be able to conduct presentations to various community development structures.</li> <li>4. <b>Communication:</b> Must demonstrate effective communication with various stakeholders and be able to write clear documentations.</li> <li>5. <b>Computer literacy:</b> Must demonstrate basic computer literacy</li> <li>6. <b>Empathy:</b> Must be able to respect and build positive relationships with the community.</li> <li>7. <b>Trustworthiness:</b> Must be able to build a positive relationship of trust with the community.</li> <li>8. <b>Honesty:</b> Must be principled and true to one self and others.</li> <li>9. <b>Team work and</b></li> </ol>	A minimum of 8 years recognisable experience in Community Development after obtaining the required qualification

JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
			FUNCTIONAL	GENERIC	
			<p>8. <b>Managing community projects:</b> Must be able to manage community development projects.</p> <p>9. <b>Understanding community dynamics:</b> Must have knowledge of the inter-relations within community structures and dynamics of the community.</p> <p>10. <b>Networking and establishing partnerships:</b> Must be able to liaise and interact with various community development structures to facilitate collaboration and to establish partnership to ensure sustainability of development actions within the community.</p> <p>11. <b>Understanding community development legislation:</b> Must have knowledge and understanding of policies and legislation related to community development</p>	<p><b>collaboration:</b> Must be able to work cooperatively with others, be part of a team</p> <p>10. <b>Understanding principles:</b> Must understand the principles applied in community work.</p>	
14. Community Development Policy Developer Grade 2	An appropriate three-year tertiary qualification	None	<p>1. <b>Knowledge of human behaviour and social systems:</b> Must have knowledge of human behavior and social systems</p> <p>2. <b>Community development intervention:</b> Must</p>	<p>1. <b>Impact and influence:</b> Must be able to influence individuals and groups to participate in their self-empowerment ventures</p> <p>2. <b>Planning and organizing:</b> Must be able to plan and organize own work effectively</p>	A minimum of 18 years recognisable experience in Community Development after obtaining the required qualification, <b>of which 10 years must be appropriate experience in community policy development</b>

JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
			FUNCTIONAL	GENERIC	
			<p>have knowledge of legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment</p> <p>3. <b>Counselling:</b> Must be able to provide basic counseling services and empower communities.</p> <p>5. <b>Community development research:</b> Must be able to conduct research relating to community development work.</p> <p>6. <b>Understanding community development programs:</b> Must be able to facilitate, identify, plan and implement various community development programs/ interventions.</p> <p>7. <b>Managing community projects:</b> Must be able to manage community development projects.</p> <p>8. <b>Understanding community dynamics:</b> Must have knowledge of the inter-relations within community structures and dynamics of the community.</p> <p>9. <b>Networking and establishing partnerships:</b> Must be able to liaise and interact</p>	<p>3. <b>Presentation skills:</b> Must be able to conduct presentations to various community development structures.</p> <p>4. <b>Communication:</b> Must demonstrate effective communication with various stakeholders and be able to write clear documentations.</p> <p>5. <b>Computer literacy:</b> Must demonstrate basic computer literacy</p> <p>6. <b>Empathy:</b> Must be able to respect and build positive relationships with the community.</p> <p>7. <b>Trustworthiness:</b> Must be able to build a positive relationship of trust with the community.</p> <p>8. <b>onesty:</b> Must be principled and true to one self and others.</p> <p>9. <b>Team work and collaboration:</b> Must be able to work cooperatively with others, be part of a team</p> <p>10. <b>Understanding principles:</b> Must understand the principles applied in community work.</p>	

JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
			FUNCTIONAL	GENERIC	
			<p>with various community development structures to facilitate collaboration and to establish partnership to ensure sustainability of development actions within the community.</p> <p>10. <b>Understanding community development legislation:</b> Must have knowledge and understanding of policies and legislation related to community development</p>		
15. Community Development Policy Developer Grade 3	An appropriate three-year tertiary qualification	None	<p>1. <b>Knowledge of human behaviour and social systems:</b> Must have knowledge of human behavior and social systems</p> <p>2. <b>Community development intervention:</b> Must have knowledge of legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment</p> <p>3. <b>Counselling:</b> Must be able to provide basic counseling services and empower communities.</p> <p>4. <b>Community development research:</b> Must be able to conduct research relating to</p>	<p>1. <b>Impact and influence:</b> Must be able to influence individuals and groups to participate in their self-empowerment ventures</p> <p>2. <b>Planning and organizing:</b> Must be able to plan and organize own work effectively</p> <p>3. <b>Presentation skills:</b> Must be able to conduct presentations to various community development structures.</p> <p>4. <b>Communication:</b> Must demonstrate effective communication with various stakeholders and be able to write clear documentations.</p> <p>5. <b>Computer literacy:</b> Must demonstrate basic computer literacy</p> <p>6. <b>Empathy:</b> Must be able to respect and build</p>	A minimum of 28 years recognisable experience in Community Development after obtaining the required qualification of which 20 years must be appropriate experience in community policy development

JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
			FUNCTIONAL	GENERIC	
			<p>community development work.</p> <p>5. <b>Understanding community development programs:</b> Must be able to facilitate, identify, plan and implement various community development programs/ interventions.</p> <p>6. <b>Managing community projects:</b> Must be able to manage community development projects.</p> <p>7. <b>Understanding community dynamics:</b> Must have knowledge of the inter-relations within community structures and dynamics of the community.</p> <p>8. <b>Networking and establishing partnerships:</b> Must be able to liaise and interact with various community development structures to facilitate collaboration and to establish partnership to ensure sustainability of development actions within the community.</p> <p>9. <b>Understanding community development legislation:</b> Must have knowledge and understanding of policies and legislation related to community development</p>	<p>positive relationships with the community.</p> <p>7. <b>Trustworthiness:</b> Must be able to build a positive relationship of trust with the community.</p> <p>8. <b>Honesty:</b> Must be principled and true to one self and others.</p> <p>9. <b>Team work and collaboration:</b> Must be able to work cooperatively with others, be part of a team</p> <p>10. <b>Understanding principles:</b> Must understand the principles applied in community work.</p>	



JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
			FUNCTIONAL	GENERIC	
16. Manager: Community Develop Policy Grade 1	An appropriate three-year tertiary qualification	None	<ol style="list-style-type: none"> <li>1. <b>Understanding community development programs:</b> Must be able to manage the identification, facilitation and implementation of integrated development interventions/ programs in partnership with the community and other relevant stakeholders through the efficient, effective and economical utilisation of resources by the unit/sub directorate.</li> <li>2. <b>Understanding community development legislation:</b> Must be able to interpret, advice, develop proposals on legislation and policies and determine whether the legislation and policies are still relevant and comply with current requirements.</li> <li>3. <b>Community development research:</b> Must be able to undertake/facilitate complex community development research.</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Understanding of principles:</b> Must understand, be able to apply and advice on principles applied in community work.</li> <li>2. <b>Impact and influence:</b> Must be able to influence individuals and groups to achieve a specific objective.</li> <li>3. <b>Innovation:</b> Must be able to generate ideas and innovative approaches in order to contribute solutions to problems.</li> <li>4. <b>Valuing diversity:</b> Must be able to manage and work effectively and co-operatively with persons of diverse backgrounds.</li> <li>5. <b>Communication:</b> Must be able to write formal documentations (ie, reports) and communicate verbally through the selection of relevant delivery mechanisms.</li> <li>6. <b>Problem solving:</b> Must be able to identify, define problems and develop solutions.</li> <li>7. <b>Team work and collaboration:</b> Must be able to work co-operatively with others, build and manage cohesive work teams to achieve the required</li> </ol>	A minimum of 10 years recognisable experience in Community Development after obtaining the required qualification, <b>of which 5 years must be appropriate experience in community policy development</b>

JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
			FUNCTIONAL	GENERIC	
				<p>outputs.</p> <p>8. <b>Applied strategic thinking:</b> Must be able to operationalize and implement the strategic imperatives and policies.</p> <p>9. <b>Financial management:</b> Must be able to plan the work- unit's budget required to achieve unit objectives.</p> <p>10. <b>Developing others:</b> Must be able to develop, coach and foster long term learning of others in the work unit.</p> <p>11. <b>Conflict management:</b> Must be able to handle conflict situations and help others to work through conflicts and find solutions in a constructive manner.</p> <p>12. <b>Networking and building bonds:</b> Must be able to build and maintain a network of professional relations.</p> <p>13. <b>Planning and organizing:</b> Must be able to plan and organize own work and the work of the work unit and groups.</p> <p>14. <b>Project management:</b> Must be able to plan and manage projects in order to deliver on time, within cost and at the required quality level.</p> <p><b>Continuous improvement:</b></p>	

JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
			FUNCTIONAL	GENERIC	
				Must keep up to date with new developments in the community development and management fields to enhance service delivery.	
17. Manager: Community Develop Policy Grade 2	An appropriate three-year tertiary qualification	None	<ol style="list-style-type: none"> <li>1. <b>Understanding community development programs:</b> Must be able to manage the identification, facilitation and implementation of integrated development interventions/ programs in partnership with the community and other relevant stakeholders through the efficient, effective and economical utilisation of resources by the unit/sub directorate.</li> <li>2. <b>Understanding community development legislation:</b> Must be able to interpret, advice, develop proposals on legislation and policies and determine whether the legislation and policies are still relevant and comply with current requirements.</li> <li>3. <b>Community development research:</b> Must be able to undertake/facilitate complex community</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Understanding of principles:</b> Must understand, be able to apply and advice on principles applied in community work.</li> <li>2. <b>Impact and influence:</b> Must be able to influence individuals and groups to achieve a specific objective.</li> <li>3. <b>Innovation:</b> Must be able to generate ideas and innovative approaches in order to contribute solutions to problems.</li> <li>4. <b>Valuing diversity:</b> Must be able to manage and work effectively and co-operatively with persons of diverse backgrounds.</li> <li>5. <b>Communication:</b> Must be able to write formal documentations (ie, reports) and communicate verbally through the selection of relevant delivery mechanisms.</li> <li>6. <b>Problem solving:</b> Must be able to identify, define problems and develop solutions.</li> <li>7. <b>Team work and collaboration:</b> Must be</li> </ol>	Grade not to used for advertisement and appointment purposes

JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
			FUNCTIONAL	GENERIC	
			development research.	<p>able to work co-operatively with others, build and manage cohesive work teams to achieve the required outputs.</p> <p>8. <b>Applied strategic thinking:</b> Must be able to operationalize and implement the strategic imperatives and policies.</p> <p>9. <b>Financial management:</b> Must be able to plan the work- unit's budget required to achieve unit objectives.</p> <p>10. <b>Developing others:</b> Must be able to develop, coach and foster long term learning of others in the work unit.</p> <p>11. <b>Conflict management:</b> Must be able to handle conflict situations and help others to work through conflicts and find solutions in a constructive manner.</p> <p>12. <b>Networking and building bonds:</b> Must be able to build and maintain a network of professional relations.</p> <p>13. <b>Planning and organizing:</b> Must be able to plan and organize own work and the work of the work unit and groups.</p> <p>14. <b>Project management:</b> Must be able to plan and</p>	

JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
			FUNCTIONAL	GENERIC	
				<p>manage projects in order to deliver on time, within cost and at the required quality level.</p> <p>15. <b>Continuous improvement:</b> Must keep up to date with new developments in the community development and management fields to enhance service delivery.</p>	

## 7. SALARY RECOGNITION FOR APPROPRIATE EXPERIENCE ON APPOINTMENT

Only full years experience, as on 31 March of the year preceding the date of appointment, are recognised for salary purposes

	JOB LEVEL	SCALE	RECOGNITION BASIS	
			Experience profile	Notch on scale
<b><u>COMMUNITY DEVELOPMENT ASSISTANT</u></b>				
1	Community Development Assistant Grade 1	CD-A1	Less than 3 years' appropriate/recognizable experience after complying with the required educational qualification	Minimum
			3 Years' or more, but less than 5 years', appropriate/recognisable experience after complying with the required educational qualification	2 <sup>nd</sup>
			5 Years' or more, but less than 7 years', appropriate/recognisable experience after complying with the required educational qualification	3 <sup>rd</sup>
			7 Years' or more, but less than 9 years', appropriate/recognisable experience after complying with the required educational qualification	4 <sup>th</sup>
			9 Years' or more, but less than 11 years', appropriate/recognisable experience after complying with the required educational qualification	5 <sup>th</sup>
2.	Community Development Assistant Grade 2	CD-A2	11 Years' or more, but less than 13 years', appropriate/recognisable experience after complying with the required educational qualification	Minimum
			13 Years' or more, but less than 15 years', appropriate/recognisable experience after complying with the required educational qualification	2 <sup>nd</sup>

	JOB LEVEL	SCALE	RECOGNITION BASIS	
			Experience profile	Notch on scale
3	Community Development Assistant Grade 3	CD-A3	15 Years' or more, but less than 17 years', appropriate/recognisable experience after complying with the required educational qualification	3 <sup>rd</sup>
			17 Years' or more, but less than 19 years', appropriate/recognisable experience after complying with the required educational qualification	4 <sup>th</sup>
			19 Years' or more, but less than 20 years', appropriate/recognisable experience after complying with the required educational qualification	5 <sup>th</sup>
			21 Years' or more, but less than 23 years', appropriate/recognisable experience after complying with the required educational qualification	Minimum
			23 Years' or more, but less than 25 years', appropriate/recognisable experience after complying with the required educational qualification	2 <sup>nd</sup>
			25 Years' or more, but less than 27 years', appropriate/recognisable experience after complying with the required educational qualification	3 <sup>rd</sup>
			27 Years' or more, but less than 29 years', appropriate/recognisable experience after complying with the required educational qualification	4 <sup>th</sup>
			29 Years' or more, but less than 31 years', appropriate/recognisable experience after complying with the required educational qualification	5 <sup>th</sup>
			31 Years' or more, but less than 33 years', appropriate/recognisable experience after complying with the required educational qualification	6 <sup>th</sup>
4	Community Development Assistant Grade 2	CD-A2	33 Years' or more, but less than 35 years', appropriate/recognisable experience after complying with the required educational qualification	7 <sup>th</sup>
			35 Years' or more, but less than 37 years', appropriate/recognisable experience after complying with the required educational qualification	8 <sup>th</sup>
			37 Years' or more appropriate/recognisable experience after complying with the required educational qualification	9 <sup>th</sup>
			<b><u>COMMUNITY DEVELOPMENT ASSISTANT IN POSSESSION ION OF A GRADE 12 QUALIFICATION PLUS SUCCESSFUL COMPLETION OF THE 2<sup>ND</sup> ACADEMIC YEAR OF A QUALIFICATION FOR APPOINTMENT AS A COMMUNITY DEVELOPMENT PRACTITIONER</u></b>	
			Less than 3 years' appropriate/recognizable experience after complying with the required educational qualification	Minimum
4	Community Development Assistant Grade 2	CD-A2	3 Years' or more, but less than 5 years', appropriate/recognisable experience after complying with the required educational qualification	2 <sup>nd</sup>
			5 Years' or more, but less than 7 years', appropriate/recognisable experience after complying with the required educational qualification	3 <sup>rd</sup>
			7 Years' or more, but less than 9 years', appropriate/recognisable experience after complying with the required educational qualification	4 <sup>th</sup>

	JOB LEVEL	SCALE	RECOGNITION BASIS	
			Experience profile	Notch on scale
			9 Years' or more, but less than 11 years', appropriate/recognisable experience after complying with the required educational qualification	5 <sup>th</sup>
5.	Community Development Assistant Grade 3	CD-A3	11 Years' or more, but less than 13 years', appropriate/recognisable experience after complying with the required educational qualification	Minimum
			13 Years' or more, but less than 15 years', appropriate/recognisable experience after complying with the required educational qualification	2 <sup>nd</sup>
			15 Years' or more, but less than 17 years', appropriate/recognisable experience after complying with the required educational qualification	3 <sup>rd</sup>
			17 Years' or more, but less than 19 years', appropriate/recognisable experience after complying with the required educational qualification	4 <sup>th</sup>
			19 Years' or more, but less than 21 years', appropriate/recognisable experience after complying with the required educational qualification	5 <sup>th</sup>
			21 Years' or more, but less than 23 years', appropriate/recognisable experience after complying with the required educational qualification	2 <sup>nd</sup>
			23 Years' or more, but less than 26 years', appropriate/recognisable experience after complying with the required educational qualification	3 <sup>rd</sup>
	JOB LEVEL	SCALE	RECOGNITION BASIS	
			Experience profile	Notch on scale
<b>COMMUNITY DEVELOPMENT PRACTITIONER</b>				
6.	Community Development Practitioner Grade 1	CD-A4	Less than 3 years' appropriate/recognisable experience after complying with the required educational qualification	Minimum
			3 Years' or more, but less than 5 years', appropriate/recognisable experience after complying with the required educational qualification	2 <sup>nd</sup>
			5 Years' or more, but less than 7 years', appropriate/recognisable experience after complying with the required educational qualification	3 <sup>rd</sup>
			7 Years' or more, but less than 9 years', appropriate/recognisable experience after complying with the required educational qualification	4 <sup>th</sup>
			9 Years' or more, but less than 11 years', appropriate/recognisable experience after complying with the required educational qualification	5 <sup>th</sup>
7..	Community Development	CD-A5	11 years' or more, but less than 13 years', appropriate/recognisable experience after complying with the required educational qualification	Minimum

	JOB LEVEL	SCALE	RECOGNITION BASIS	
			Experience profile	Notch on scale
	Practitioner Grade 2		13 Years' or more, but less than 15 years', appropriate/recognisable experience after complying with the required educational qualification	2 <sup>nd</sup>
			15 Years' or more, but less than 17 years', appropriate/recognisable experience after complying with the required educational qualification	3 <sup>rd</sup>
			17 Years' or more, but less than 19 years', appropriate/recognisable experience after complying with the required educational qualification	4 <sup>th</sup>
			19 Years' or more, but less than 21 years', appropriate/recognisable experience after complying with the required educational qualification	5 <sup>th</sup>
8.	Community Development Practitioner Grade 3	CD-A6	21 Years' or more, but less than 23 years', appropriate/recognisable experience after complying with the required educational qualification	Minimum
			23 Years' or more, but less than 25 years', appropriate/recognisable experience after complying with the required educational qualification	2 <sup>nd</sup>
			25 Years' or more, but less than 27 years', appropriate/recognisable experience after complying with the required educational qualification	3 <sup>rd</sup>
			27 Years' or more, but less than 29 years', appropriate/recognisable experience after complying with the required educational qualification	4 <sup>th</sup>
			29 Years' or more, but less than 31 years', appropriate/recognisable experience after complying with the required educational qualification	5 <sup>th</sup>
			31 Years' or more, but less than 33 years', appropriate/recognisable experience after complying with the required educational qualification	6 <sup>th</sup>
			33 Years' or more, but less than 35 years', appropriate/recognisable experience after complying with the required educational qualification	7 <sup>th</sup>
			35 Years' or more, but less than 37 years', appropriate/recognisable experience after complying with the required educational qualification	8 <sup>th</sup>
			37 Years' or more, but less than 39 years', appropriate/recognisable experience after complying with the required educational qualification	9 <sup>th</sup>
			39 Years' or more, but less than 41 years', appropriate/recognisable experience after complying with the required educational qualification	10 <sup>th</sup>
			40 Years' or more appropriate/recognisable experience after complying with the required educational qualification	11 <sup>th</sup>
<b>COMMUNITY DEVELOPMENT SUPERVISOR</b>				
9.	Community Development	CD-A7	Less than 3 years' appropriate/recognisable experience after complying with the required educational qualification	Minimum



	JOB LEVEL	SCALE	RECOGNITION BASIS	
			Experience profile	Notch on scale
	Supervisor Grade 1		3 Years' or more, but less than 5 years', appropriate/recognisable experience after complying with the required educational qualification	2 <sup>nd</sup>
			5 Years' or more, but less than 7 years', appropriate/recognisable experience after complying with the required educational qualification	3 <sup>rd</sup>
			7 Years' or more, but less than 9 years', appropriate/recognisable experience after complying with the required educational qualification	4 <sup>th</sup>
			9 Years' or more, but less than 11 years', appropriate/recognisable experience after complying with the required educational qualification	5 <sup>th</sup>
<b><u>COMMUNITY DEVELOPMENT POLICY DEVELOPER</u></b>				
10.	Community Development Policy Developer Grade 1	CD-B1	8 Years' or more, but less than 10 years', appropriate/recognizable experience after complying with the required educational qualification	Minimum
			10 Years' or more, but less than 12 years', appropriate/recognisable experience after complying with the required educational qualification	2 <sup>nd</sup>
			12 Years' or more, but less than 14 years', appropriate/recognisable experience after complying with the required educational qualification	3 <sup>rd</sup>
			14 Years' or more, but less than 16 years', appropriate/recognisable experience after complying with the required educational qualification	4 <sup>th</sup>
			16 Years' or more, but less than 18 years', appropriate/recognisable experience after complying with the required educational qualification	5 <sup>th</sup>
11.	Community Development Policy Developer Grade 2	CD-B2	18 years' or more, but less than 20 years', appropriate/recognisable experience after complying with the required educational qualification	Minimum
			20 Years' or more, but less than 22 years', appropriate/recognisable experience after complying with the required educational qualification	2 <sup>nd</sup>
			22 Years' or more, but less than 24 years', appropriate/recognisable experience after complying with the required educational qualification	3 <sup>rd</sup>
			24 Years' or more, but less than 26 years', appropriate/recognisable experience after complying with the required educational qualification	4 <sup>th</sup>
			26 Years' or more, but less than 28 years', appropriate/recognisable experience after complying with the required educational qualification	5 <sup>th</sup>
12.	Community Development Policy Developer Grade 3	CD-B3	28 Years' or more, but less than 30 years', appropriate/recognisable experience after complying with the required educational qualification	Minimum
			30 Years' or more, but less than 32 years', appropriate/recognisable experience after complying with the required educational qualification	2 <sup>nd</sup>

	JOB LEVEL	SCALE	RECOGNITION BASIS	
			Experience profile	Notch on scale
			32 Years' or more, but less than 34 years', appropriate/recognisable experience after complying with the required educational qualification	3 <sup>rd</sup>
			34 Years' or more, but less than 36 years', appropriate/recognisable experience after complying with the required educational qualification	4 <sup>th</sup>
			36 Years' or more, but less than 38 years', appropriate/recognisable experience after complying with the required educational qualification	5 <sup>th</sup>
			38 Years' or more, but less than 40 years', appropriate/recognisable experience after complying with the required educational qualification	6 <sup>th</sup>
			40 Years' or more, but less than 42 years', appropriate/recognisable experience after complying with the required educational qualification	7 <sup>th</sup>

## 8. POST AND ORGANISATIONAL ESTABLISHMENT ARRANGEMENTS

	JOB TITLE	INDICATORS
1	Community Development Assistant Grades 1,2 or 3	<ul style="list-style-type: none"> <li><input type="checkbox"/> Community Development Assistant Grades 1, 2 and 3 constitute production levels</li> <li><input type="checkbox"/> Only posts of Community Development Assistant are created on departments' establishments</li> <li><input type="checkbox"/> Community Development Assistants with the ranks of Community Development Assistant Grade 1, Community Development Assistant Grade 2 and Community Development Assistant Grade 3 are kept in service against posts of Community Development Assistant</li> </ul>
2	Community Development Practitioner 1, 2 and 3	<ul style="list-style-type: none"> <li><input type="checkbox"/> Community Development Practitioner Grades 1, 2 and 3 constitute production levels</li> <li><input type="checkbox"/> Only posts of Community Development Practitioner are created on departments' establishments</li> <li><input type="checkbox"/> Community Development Practitioners with the ranks of Community Development Practitioner Grade 1, Community Development Practitioner Grade 2 and Community Development Practitioner Grade 3 are kept in service against posts of Community Development Practitioner.</li> </ul>
3	Community Development Supervisor Grades 1 and 2	<ul style="list-style-type: none"> <li><input type="checkbox"/> Community Development Supervisor with the ranks of Community Development Supervisor Grade 1 and Community Development Supervisor Grade 2, constitute supervisory levels</li> <li><input type="checkbox"/> Only posts of Community Development Supervisor are created on departments' establishments</li> <li><input type="checkbox"/> Community Development Supervisor Grades 1 and 2 are kept in service against posts of Community Development Supervisor</li> </ul>
	Assistant Manager: Community Development Grades 1 and 2	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assistant Managers: Community Development with the ranks of Assistant Manager: Community Development Grade 1 and Assistant Manager: Community Development Grade 2, constitute supervisory levels</li> <li><input type="checkbox"/> Only posts of Assistant Manager: Community Development are created on departments' establishments</li> <li><input type="checkbox"/> Assistant Manager: Community Development Grades 1 and 2 are kept in service against posts of Assistant Manager: Community Development</li> </ul>

	JOB TITLE	INDICATORS
4	Manager: Community Development Grades 1 and 2	<input type="checkbox"/> Managers: Community Development with the ranks of Manager: Community Development Grade 1 and Manager: Community Development Grade 2, constitute middle management levels <input type="checkbox"/> Only posts of Manager: Community Development are created on departments' establishments <input type="checkbox"/> Manager: Community Development Grades 1 and 2 are kept in service against posts of Manager: Community Development
5	Community Development Policy Developer Grades 1, 2 and 3	<input type="checkbox"/> Community Development Policy Developers with the ranks of Community Development Policy Developer Grade 1, Community Development Policy Developer Grade 2 and Community Development Policy Developer Grade 3 constitute production levels <input type="checkbox"/> Only posts of Community Development Policy Developer are created on departments' establishments <input type="checkbox"/> Community Development Policy Developer Grades 1, 2 and 3 are kept in service against posts of Community Development Policy Developer
6	Manager: Community Development Policy Grades 1 and 2	<input type="checkbox"/> Manager: Community Development Policy with the ranks of Manager: Community Development Policy Grade 1 and Manager: Community Development Policy Grade 2, constitute middle management levels <input type="checkbox"/> Only posts of Manager: Community Development Policy are created on departments' establishments <input type="checkbox"/> Manager: Community Development Policy Grades 1 and 2 are kept in service against posts of Manager: Community Development Policy

## 9. NATURAL CAREER PATH WITHIN THE OCCUPATION

These career paths are subject to compliance with the prescribed requirements for these job levels/occupations

	CATEGORY	JOB LEVELS/OCCUPATIONS
1.	<b>Community Development Assistant</b>	<input type="checkbox"/> Community Development Assistant Grade1 <input type="checkbox"/> Community Development Assistant Grade2 <input type="checkbox"/> Community Development Assistant Grade3 <input type="checkbox"/> Community Development Practitioner Grade 1 <input type="checkbox"/> Community Development Practitioner Grade 2 <input type="checkbox"/> Community Development Practitioner Grade 3 <input type="checkbox"/> Community Development Supervisor Grade 1 <input type="checkbox"/> Community Development Supervisor Grade 2 <input type="checkbox"/> Assistant Manager: Community Development Grade 1 <input type="checkbox"/> Assistant Manager: Community Development Grade 2 <input type="checkbox"/> Manager: Community Development Grade 1 <input type="checkbox"/> Manager: Community Development Grade 2
2.	<b>Community Development Practitioner</b>	<input type="checkbox"/> Community Development Practitioner Grade 1 <input type="checkbox"/> Community Development Practitioner Grade 2 <input type="checkbox"/> Community Development Practitioner Grade 3 <input type="checkbox"/> Community Development Supervisor Grade 1 <input type="checkbox"/> Community Development Supervisor Grade 2 <input type="checkbox"/> Assistant Manager: Community Development Grade 1

	CATEGORY	JOB LEVELS/OCCUPATIONS
		<input type="checkbox"/> Assistant Manager: Community Development Grade 2 <input type="checkbox"/> Manager: Community Development Grade 1 <input type="checkbox"/> Manager: Community Development Grade 2 OR <input type="checkbox"/> Community Development Policy Developer Grade 1 <input type="checkbox"/> Community Development Policy Developer Grade 2 <input type="checkbox"/> Manager: Community Development Policy Grade 1 <input type="checkbox"/> Manager: Community Development Policy Grade 2
3.	<b>Community Development Supervisor</b>	<input type="checkbox"/> Assistant Manager: Community Development Grade 1 <input type="checkbox"/> Assistant Manager: Community Development Grade 2 <input type="checkbox"/> Manager: Community Development Grade 1 <input type="checkbox"/> Manager: Community Development Grade 2
4.	<b>Manager: Community Development</b>	Senior management Service
5.	<b>Community Development Policy Developer</b>	<input type="checkbox"/> Manager: Community Development Policy Grade 1 <input type="checkbox"/> Manager: Community Development Policy Grade 2 OR <input type="checkbox"/> Assistant Manager: Community Development Grade 1 <input type="checkbox"/> Assistant Manager: Community Development Grade 2 <input type="checkbox"/> Manager: Community Development Grade 1 <input type="checkbox"/> Manager: Community Development Grade 2
6	<b>Manager: Community Development Policy</b>	<input type="checkbox"/> Senior management Service

**10. REQUIREMENTS FOR APPOINTMENT TO HIGHER JOB LEVELS (GRADE PROGRESSION) OR TO HIGHER VACANT POSTS (POST PROMOTION)**

	JOB LEVEL		PROGRESSION/ APPOINTMENT	CRITERIA
	From	To		
1		Community Development Assistant Grade 1	Appointment in vacant posts	Compliance with the <b>educational qualifications, competencies and experiential competency</b> for the post as contained in item 6
2	Community Development Assistant Grade 1	Community Development Assistant Grade 2	Grade progression  <b>Grade progression shall become effective from 1 April following the date on</b>	Compliance with the <b>educational qualifications and competencies</b> for the job level as contained in item 6 as well as the following <b>experiential competency</b> :  <b><u>Above Average Performance (Outstanding performance and Performance Significantly Above Expectations) for grade progression purposes:</u></b>

JOB LEVEL			
			<p><b>which the official met all requirements.</b></p> <p>At the earliest after 5 years actual service on Grade 1, with 4 annual Above Average Performance assessments OR A combined total of 5 years actual service an appropriate pots registration experience, with at least 4 annual Above Average Performance Assessments</p> <p><b><u>Satisfactory Performance (Performance fully effective (and slightly above expectations)) for grade progression purposes:</u></b></p> <p>At the earliest after 10 years actual service on Grade 1, with at least a combination of 10 annual assessments of Satisfactory and/or Above Average Performance OR A combined total of 10 years actual service and appropriate post-qualification experience, with at least a combination of 10 annual assessments of Satisfactory and/or Above Average Performance</p>
3.	Community Development Assistant Grade 2	Community Development Assistant Grade 3	<p>Grade progression</p> <p><b>Grade progression shall become effective from 1 April following the date on which the official met all requirements.</b></p> <p>Compliance with the <b>educational qualifications and competencies</b> for the job level as contained in item 6 as well as the following <b>experiential competency:</b></p> <p><b><u>Above Average Performance (Outstanding performance and Performance Significantly Above Expectations) for grade progression purposes:</u></b></p> <p>At the earliest after 5 years actual service on Grade 1, with 4 annual Above Average Performance assessments OR <u>Only in possession of a Grade 12 qualification</u> - A combined total of 15 years actual service and appropriate post-qualification experience, with at least 4 annual Above Average Performance assessments OR <u>Completed 2<sup>nd</sup> academic year of an appropriate tertiary qualification</u> - A combined total of 5 years actual service and appropriate post-qualification experience, with at least 4 annual Above Average Performance assessments</p> <p><b><u>Satisfactory Performance (Performance fully effective (and slightly above expectations)) for grade progression purposes:</u></b></p> <p>At the earliest after 10 years actual service on Grade 1, with at least a combination of 10 annual assessments of Satisfactory and/or Above Average Performance OR <u>Only in possession of a Grade 12 qualification</u> -A combined total of 20 years actual service and appropriate post-qualification experience, with at least a combination of 10 annual assessments of Satisfactory and/or Above Average Performance OR <u>Completed 2<sup>nd</sup> academic year of an appropriate tertiary qualification</u> - A combined total of 10 years actual service and appropriate post-qualification experience, with at least a combination of 10 annual assessments of Satisfactory and/or Above</p>

	JOB LEVEL			
				Average Performance
4.		Community Development Assistant Grade 3	Appointment to higher vacant advertised post (open competition)	Compliance with the <b>educational qualifications, statutory requirements, competencies and experiential competency</b> for the post
5.		Community Development Practitioner Grade 1	Appointment in vacant post	Compliance with the <b>educational qualifications, competencies and experiential competency</b> for the post as contained in item 6.
6.	Community Development Practitioner Grade 1	Community Development Practitioner Grade 2	Grade progression  <b>Grade progression shall become effective from 1 April following the date on which the official met all requirements.</b>	Compliance with the <b>educational qualifications and competencies</b> for the job level as contained in item 6 as well as the following <b>experiential competency</b> :  <b><u>Above Average Performance (Outstanding performance and Performance Significantly Above Expectations) for grade progression purposes:</u></b>  At the earliest after 5 years actual service on Grade 1, with 4 annual Above Average Performance assessments OR A combined total of 5 years actual service and appropriate post-qualification experience. with at least 4 annual Above Average Performance assessments  <b><u>Satisfactory Performance (Performance fully effective (and slightly above expectations)) for grade progression purposes:</u></b>  At the earliest after 10 years actual service on Grade 1, with at least a combination of 10 annual assessments of Satisfactory and/or Above Average Performance OR A combined total of 10 years actual service and appropriate post-qualification experience, with at least a combination of 10 annual assessments of Satisfactory and/or Above Average Performance
7.	Community Development Practitioner Grade 2	Community Development Practitioner Grade 3	Grade progression  <b>Grade progression shall become effective from 1 April following the date on which the official met all requirements.</b>	Compliance with the <b>educational qualifications and competencies</b> for the job level as contained in item 6 as well as the following <b>experiential competency</b> :  <b><u>Above Average Performance (Outstanding performance and Performance Significantly Above Expectations) for grade progression purposes:</u></b>  At the earliest after 5 years actual service on Grade 2, with 4 annual Above Average Performance assessments OR A combined total of 15 years actual service and appropriate post-qualification experience. with at least 4 annual Above Average Performance assessments  <b><u>Satisfactory Performance (Performance fully effective (and slightly above expectations)) for grade progression purposes:</u></b>

	JOB LEVEL			
				At the earliest after 10 years actual service on Grade 2, with at least a combination of 10 annual assessments of Satisfactory and/or Above Average Performance OR A combined total of 20 years actual service and appropriate post-qualification experience, with at least a combination of 10 annual assessments of Satisfactory and/or Above Average Performance
8.		Community Development Practitioner Grade 3	Appointment to higher vacant advertised post (open competition)	Compliance with the <b>educational qualifications, statutory requirements, competencies and experiential competency</b> for the post
9..		Community Development Supervisor Grade 1	Appointment in vacant post	Compliance with the <b>educational qualifications, competencies and experiential competency</b> for the post as contained in item 6.
10.	Community Development Supervisor Grade 1	Community Development Supervisor Grade 2	Grade progression  <b>Grade progression shall become effective from 1 April following the date on which the official met all requirements.</b>	Compliance with the <b>educational qualifications and competencies</b> for the job level as contained in item 6 as well as the following <b>experiential competency</b> :  <b><u>Above Average Performance (Outstanding performance and Performance Significantly Above Expectations) for grade progression purposes:</u></b> At the earliest after 5 years actual service on Grade 1, with 4 annual Above Average Performance assessments  <b><u>Satisfactory Performance (Performance fully effective (and slightly above expectations) for grade progression purposes:</u></b> At the earliest after 10 years actual service on Grade 1, with at least a combination of 10 annual assessments of Satisfactory and/or Above Average Performance
11.		Community Development Supervisor Grade 2	Appointment to higher vacant advertised post (open competition)	Compliance with the <b>educational qualifications, statutory requirements, competencies and experiential competency</b> for the post
12.		Assistant Manager: Community Development Grade 1	Appointment in vacant post	Compliance with the <b>educational qualifications, competencies and experiential competency</b> for the post as contained in item 6.
13	Assistant Manager: Community Development Grade 1	Assistant Manager: Community Development Grade 2	Grade progression  <b>Grade progression shall become effective from 1 April following the date on which the official met all requirements.</b>	Compliance with the <b>educational qualifications and competencies</b> for the job level as contained in item 6 as well as the following <b>experiential competency</b> :  <b><u>Above Average Performance (Outstanding performance and Performance Significantly Above Expectations) for grade progression purposes:</u></b> At the earliest after 5 years actual service on Grade 1, with 4 annual Above Average Performance assessments  <b><u>Satisfactory Performance (Performance fully effective (and slightly above expectations)) for grade progression purposes:</u></b>

	JOB LEVEL			
				At the earliest after 10 years actual service on Grade 1, with at least a combination of 10 annual assessments of Satisfactory and/or Above Average Performance
14.		Assistant Manager: Community Development Grade 2	Appointment to higher vacant advertised post (open competition)	Compliance with the <b>educational qualifications, statutory requirements, competencies and experiential competency</b> for the post
15.		Manager: Community Development Grade 1	Appointment in vacant post	Compliance with the <b>educational qualifications, competencies and experiential competency</b> for the post as contained in item 6.
16.	Manager: Community Development Grade 1	Manager: Community Development Grade 2	Grade progression  <b>Grade progression shall become effective from 1 April following the date on which the official met all requirements.</b>	Compliance with the <b>educational qualifications and competencies</b> for the job level as contained in item 6 as well as the following <b>experiential competency</b> :  <b><u>Above Average Performance (Outstanding performance and Performance Significantly Above Expectations) for grade progression purposes:</u></b> At the earliest after 5 years actual service on Grade 1, with 4 annual Above Average Performance assessments  <b><u>Satisfactory Performance (Performance fully effective (and slightly above expectations)) for grade progression purposes:</u></b> At the earliest after 10 years actual service on Grade 1, with at least a combination of 10 annual assessments of Satisfactory and/or Above Average Performance
17.		Manager: Community Development Grade 2	Appointment to higher vacant advertised post (open competition)	Compliance with the <b>educational qualifications, statutory requirements, competencies and experiential competency</b> for the post
18		Community Development Policy Developer Grade 1	Appointment in vacant post	Compliance with the <b>educational qualifications, competencies and experiential competency</b> for the post as contained in item 6.
19	Community Development Policy Developer Grade 1	Community Development Policy Developer Grade 2	Grade progression  <b>Grade progression shall become effective from 1 April following the date on which the official met all requirements.</b>	Compliance with the <b>educational qualifications and competencies</b> for the job level as contained in item 6 as well as the following <b>experiential competency</b> :  <b><u>Above Average Performance (Outstanding performance and Performance Significantly Above Expectations) for grade progression purposes:</u></b> At the earliest after 5 years actual service on Grade 1, with 4 annual Above Average Performance assessments OR A combined total of 13 years actual service and appropriate post-registration experience, <b>of which at least 5 years must be experience in community policy development</b> , with at least 4 annual Above Average Performance assessments  <b><u>Satisfactory Performance (Performance fully effective (and slightly above expectations)) for grade progression purposes:</u></b> At the earliest after 10 years actual service on Grade 1, with at least a combination



	JOB LEVEL			
				of 10 annual assessments of Satisfactory and/or Above Average Performance OR A combined total of 18 years actual service and appropriate post-registration experience, <b>of which at least 5 years must be experience in community policy development</b> , with at least a combination of 10 annual assessments of Satisfactory and/or Above Average Performance
20	Community Development Policy Developer Grade 2	Community Development Policy Developer Grade 3	Grade progression  <b>Grade progression shall become effective from 1 April following the date on which the official met all requirements.</b>	Compliance with the <b>educational qualifications and competencies</b> for the job level as contained in item 6 as well as the following <b>experiential competency</b> :  <b><u>Above Average Performance (Outstanding performance and Performance Significantly Above Expectations) for grade progression purposes:</u></b> At the earliest after 5 years actual service on Grade 2, with 4 annual Above Average Performance assessments OR A combined total of 23 years actual service and appropriate post-qualification experience. with at least 4 annual Above Average Performance assessments  <b><u>Satisfactory Performance (Performance fully effective (and slightly above expectations)) for grade progression purposes:</u></b> At the earliest after 10 years actual service on Grade 2, with at least a combination of 10 annual assessments of Satisfactory and/or Above Average Performance OR A combined total of 28 years actual service and appropriate post-qualification experience, with at least 10 annual assessments of Satisfactory or Above Average Performance
21.		Community Development Policy Developer Grade 3	Appointment to higher vacant advertised post (open competition)	Compliance with the <b>educational qualifications, statutory requirements, competencies and experiential competency</b> for the post
23.		Manager Community Development Policy Grade 1	Appointment in vacant post	Compliance with the <b>educational qualifications, competencies and experiential competency</b> for the post as contained in item 6.
24.	Manager Community Development Policy Grade 1	Manager Community Development Policy Grade 2	Grade progression  <b>Grade progression shall become effective from 1 April following the date on which the official met all requirements.</b>	Compliance with the <b>educational qualifications and competencies</b> for the job level as contained in item 6 as well as the following <b>experiential competency</b> :  <b><u>Above Average Performance (Outstanding performance and Performance Significantly Above Expectations) for grade progression purposes:</u></b> At the earliest after 5 years actual service on Grade 1, with 4 annual Above Average Performance assessments  <b><u>Satisfactory Performance (Performance fully effective (and slightly above expectations)) for grade progression purposes:</u></b> At the earliest after 10 years actual service on Grade 1, with at least a combination

JOB LEVEL			
			of 10 annual assessments of Satisfactory and/or Above Average Performance
25.	Manager Community Development Policy Grade 2	Appointment to higher vacant advertised post (open competition)	Compliance with the <b>educational qualifications, statutory requirements, competencies and experiential competency</b> for the post

### NORM FOR PERFORMANCE CATEGORIES

The following guideline, based on the statistical normal distribution curve principles, may be utilised to determine the number of employees that may be allocated the indicated performance categories. In terms of this normal distribution, about 25 percent of employees may generally perform at a level above performance fully effective (and slightly above expectations).

Performance Category	Total Score	The following % of staff should normally fall in this category
Unacceptable performance	69% and lower	3%
Performance not fully effective	70% - 99%	7%
Performance fully effective (and slightly above expectations)	100% - 114%	65%
Performance Significantly Above Expectations	115% - 129%	15%
	130% - 149%	7%
Outstanding Performance	150% - 167%	3%

#### 11. TRAINING AND DEVELOPMENT

As determined by departments based on their service delivery obligations.

#### 12. OTHER CONDITIONS OF SERVICE

As determined by the Minister for the Public Service and Administration and conveyed to departments.

**13. AMENDMENT CONTROL SHEET**

	ITEM AND DESCRIPTION OF AMENDMENT	EFFECTIVE DATE OF AMENDMENT
1		
2		
3		
4		
5		