



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF AGRICULTURE

JOB EVALUATION POLICY

Ref.: S2/6/P

DATE OF EFFECT: 01 JULY 2010

RECOMMENDED / ~~NOT RECOMMENDED~~



Prof. AE NESAMVUNI
HEAD OF DEPARTMENT

05/07/10

DATE

APPROVED / ~~NOT APPROVED~~

COMMENTS: _____



Me. D.B. LETSATSI-DUBA
MEC: LIMPOPO DEPARTMENT OF AGRICULTURE

22/07/2010

DATE

ACRONYMS

<u>LDA:</u>	The Limpopo Department of Agriculture,
<u>PSC:</u>	Public Service Commission
<u>PSR:</u>	Public Service Regulations
<u>HRS:</u>	Human Resource Services
<u>JE:</u>	Job Evaluation
<u>JD:</u>	Job Description
<u>DPSA:</u>	Department of Public Service and Administration
<u>MPSA:</u>	Ministry of Public Service and Administration
<u>EA:</u>	Executive Authority
<u>JEP:</u>	Job Evaluation Panel
<u>SMS:</u>	Senior Management Services
<u>MMS:</u>	Middle Management Services
<u>HRM:</u>	Human Resource Management
<u>JEU:</u>	Job Evaluation Unit

1. DEFINITION OF TERMS

Department	:	Limpopo Department of Agriculture
Component	:	Branch/Sub-Branch/Division/Sub-Division/Section/Sub-Section concerned.
Panel member	:	The member appointed and delegated by the Head of Department to do quality assurance of jobs
Manager	:	Manager of an incumbent whose job is evaluated
Senior Manager	:	Senior manager of an incumbent whose job is evaluated
General Manager:		General Manager of an incumbent whose job is evaluated
Analysts	:	A trained official in the Job Evaluation Unit

2. **PURPOSE**

To provide guidelines and intergrated framework on how job evaluation should be implemented in the department.

3. **LEGAL FRAMEWORK**

- a) Public Service Regulation,2001
- b) Public Service Act, (Act no.103 of 1994)
- c) Public Finance Management Act, (Act no.1 of 1999)
- d) Labour Relation Act, (Act no.66 of 1995)
- e) Job Evaluation Policy
- f) Job Evaluation Guide

4. **OBJECTIVE**

- 4.1 To provide a framework within which decisions on salaries and grading can be based.
- 4.2 To ensure that work of equal value is remunerated equally.

5. **SCOPE OF APPLICATION**

This policy is applicable to all employees in the Limpopo Department Agriculture

6. **POLICY STATEMENTS**

- 6.1 Management of components /individual employee / employee organisations shall have the right to request that jobs be evaluated.
- 6.2 Once an existing post has been evaluated, at least three years should expire before it is re-evaluated, unless there is clear evidence that the job content of a post has changed.
- 6.3 All the requests by management/individual employees shall be in writing
- 6.4 Request from employee organizations, regarding the evaluation of categories of posts, shall be discussed in the departmental labour forum.
- 6.5 Mandatory evaluations shall receive preference, especially in the case of vacant post, which shall be filled urgently.
- 6.6 Job Evaluation Panel members shall be appointed by the Head of Department to conduct quality assurance to all analysed posts.
- 6.7 Posts shall be analysed by trained job analysts.
- 6.8 Line functionaries may be invited during paneling to give clarity on certain posts

7. IMPLEMENTATION

- 7.1 Implementation of job results shall take effect the month following the approval provided there is sufficient budget.
- 7.2 Job Evaluation results shall not be implemented retrospectively.
- 7.3 Any appeal against the outcome of job evaluation shall be directed to the Head of Department whose decision is final.

8. POLICY REVIEWS

The policy shall be reviewed after every three years or as and when a need arise with the permission from the MEC.