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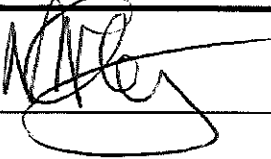

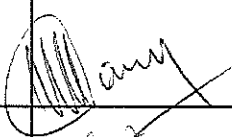


PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

OFFICE OF THE PREMIER

JOB EVALUATION POLICY

Document Approval Page

JOB EVALUATION POLICY

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1. ACRONYMS AND ABBREVIATIONS

- 1.1 JE : Job Evaluation
- 1.2 DPSA : Department of Public Service and Administration
- 1.3 SMS : Senior Management Services
- 1.4 EA : Executing Authority
- 1.5 CORE : Code on Remuneration
- 1.6 PSCBC: Public Service Coordination Bargaining Chamber

2. INTRODUCTION

Job descriptions have been introduced to enhance service delivery and to ensure the optimal utilization of the department's human resources. Furthermore, a system of job evaluation has been developed to assist with work organization and to ensure that work of equal value is remunerated equally.

The Public Service Regulations 2016 as amended, Chapter 4 Part 1 gives effect to implementation of the job evaluation system.

The Office of the Premier is fully committed to implementing job descriptions and job evaluation efficiently thereby giving effect to Public Service Regulations 2016 as

Job Evaluation is intended to evaluate a job and not a person

3. PURPOSE AND OBJECTIVES OF THE POLICY

- 3.1 The purpose of this policy is to guide the Office in the implementation of the job evaluation.
- 3.2 The objective of the policy is to make Job evaluation fair and equitable in the determination of grading.

5. AUTHORITY OF POLICY

- 5.1 In terms of the Public Service Regulations 2016, the authority for job evaluation is assigned to Executing Authority and therefore responsible for the final approval of job evaluation results and overseeing the job evaluation process in the Office.

6. LEGAL FRAMEWORK

- 6.1 Public Service Act, 1994 (as amended)
- 6.2 Labour Relations Act, 1995
- 6.3 Basic Conditions of Employment Act, 1999
- 6.4 Public Finance Management Act, 1999
- 6.5 Public Service Regulations, 2016
- 6.6 Guide on Job Evaluation (DPSA)
- 6.7 Guide on Job Descriptions (DPSA)
- 6.8 PSCBC Resolution 3 of 2009

7. SCOPE OF APPLICATION

- 7.1 This policy applies to all employees in the Office of the Premier.

8. DEFINITIONS

- 8.1 "Job Evaluation" is a process of systematically analysing jobs to determine the size of jobs relative to other jobs.
- 8.2 "Equate" refers to the software package or instrument used in measuring Job grading.
- 8.3 "Job Weight" means the weight of the job as determined by the equate system.
- 8.4 "Job Analyst" means a trained officer who is actively involved in job analysis.
- 8.5 "Job description" means written statements that describe the job information summary, main objectives of jobs, inherent requirements, career pathing and agreement.
- 8.6 "Supervisor" means a person who gives orders to subordinates as well as be held responsible by the management for the actions of other employees.
- 8.7 "Manager" means a person responsible for the performance or overseeing and leading the work of group of people.
- 8.9 "Grading" means level or rating of position.

9. POLICY PRONOUNCEMENTS

9.1 Job descriptions

- 9.1.1 It is the responsibility of every supervisor to develop and update job descriptions for all his/her subordinates in accordance with the guidelines set out in the Public Service Regulations, 2016.
- 9.1.2 In the development of job descriptions, supervisors shall ensure that individual jobs link to the individual work plans and to the strategic objectives of the department and that the job descriptions are aligned to the approved organizational structure.
- 9.1.3 Supervisors shall consult with their subordinates before finalizing their job descriptions.
- 9.1.4 The job description shall be signed by both the incumbent and the supervisor to show consensus on the contents of the job description.
- 9.1.5 It is the responsibility of the line manager for linking all posts in the Office of the Premier with a relevant CORE and an occupation from the occupation list.
- 9.1.6 Job descriptions shall be reviewed every 60 calendar months where necessary to ensure that they remain appropriate and accurate.

9.2 Job Evaluation

- 9.2.1 All members of the job evaluation panel members shall be expected to honour all commitments made to the process.
- 9.2.2 Final recommendations of the job evaluation panel shall be supported by factual accuracies.

- 9.2.3 All job evaluation panel members shall be expected to familiarise themselves with all documentation prior recommendations.
- 9.2.4 For every evaluation which requires more evidence the supervisor of the post evaluated is required to brief the job evaluation panel and the job analyst on the job content and give reliable evidence on its content and requirements.
- 9.2.5 In exceptional cases, the job evaluation panel may consider a fair representation for the job holder.
- 9.2.6 All records and all documentation supporting all decisions taken by the evaluation panel members should be kept and maintained.
- 9.2.7 The job shall always be evaluated 'as is', not with regard to ideals of future projections that may never be maintained.
- 9.2.8 Critical incidents in the job evaluated (examples of activities or circumstances that have actually taken place) shall be used in the evaluation to validate statements.
- About the content, requirements and limits of discretion of a job, where clarity is sought arising from general statements.
- 9.2.9 Evaluations of levels 12 and below shall be done internally subject to DPSA directives on generic posts.

9.3 Composition of Job Evaluation Panel

- 9.3.1 The panel shall consist of at least three members but not more than five members excluding the job analyst and secretary.
- 9.3.2 Service on the panel shall be limited to a period of at least 24 months to ensure consistency and continuity.
- 9.3.3 The panel shall be appointed by the Director General.

9.4 Composition and functions of the job evaluation component

9.4.1 Composition

- 9.4.1.1 The Job Evaluation component will consist of trained job analysts who hold certificates.

9.4.2 Roles

9.4.2.1 Job Evaluation component

- 9.4.2.1.1 The Job Evaluation unit shall execute the following functions:
- i) Advice on policy and procedures on the Evaluation of jobs in the department.
 - ii) Receive and prioritize requests for evaluations.
 - iii) Evaluate jobs by means of the prescribed EVALUATE system.
 - iv) Make preliminary recommendations on grading to the job evaluation panel.

- v) Serve as the secretariat of the job evaluation panel.
- vi) Keep proper records of all evaluations done as well as records of all the recommendations of the job evaluation panel.

9.5 Reviews (In case of Dispute resolution)

- 9.5.1 Any employee who is not satisfied with the results of the evaluation of his/her job may request a review of the evaluation. This will enhance the credibility and acceptability of the job evaluation process.
- 9.5.2 All reviews must be dealt with in terms of the grievance handling procedure.
- 9.5.3 Only a person with a vested interest in the matter, such as the incumbent of a post that was evaluated, may request that a decision emanating from job evaluation be reviewed.
- 9.5.4 An analyst who dealt with the initial evaluation may not be used to prevent inappropriateness.

9.6 Triggering the process

9.6.1. There are two instances where it is mandatory for Accounting Officer to perform Job evaluations namely:

- i) In the case of a new job,
- ii) In the case of a vacant post not determined in terms of an OSD which has been evaluated in the last 60 calendar months.

9.6.2 In addition to the above mandatory evaluations, jobs may also be evaluated emanating from one of the following role-players:

- i) Written Management request
- ii) Written Individual employees request; and
- iii) Employee organisation admitted to the Provincial Bargaining Council.
- iv) Minister of Public Service and Administration.

9.6.3 With regard to requests from individual employees, the following may apply:

- i) Once a post has been evaluated, at least 60 calendar months should expire before it is evaluated again unless there is clear evidence that the job content has changed to such an extent that an evaluation could lead to a re-grading of the post.
- ii) All requests for evaluation must be motivated.

9.7 Verification

9.7.1 The Office will consult with the DPSA for verification of Program 1 jobs/posts graded on salary levels, 9, 10, 11 or 12 before advertising or filling such jobs/posts irrespective of whether they are existing, newly defined or redefined in line with the amendment to PSCBC Resolution 3 of 2009.

10. DEFAULT

10.1 Contravention of the provisions of this policy which may lead to violations of the Public Service Code of Conduct or any rules or policies, that employee shall be charged with misconduct and the necessary disciplinary measures will be taken against him or her.

11. INCEPTION DATE

- 11.1 The inception date of this policy shall be with effect from the date of approval of this policy.

12. MONITORING AND EVALUATION

- 12.1 The policy should be monitored and evaluated to determine efficiency and effectiveness. By the Directorate: Human Resources Management Services.

13. TERMINATION AND REVIEW CONDITIONS

- 13.1 This policy will be reviewed after 24 months of implementation or as and when need arises.

14. ENQUIRIES

- 14.1 The enquiries shall be directed to the Office of the Premier.