



DEPARTMENT OF PUBLIC WORKS, ROADS AND
TRANSPORT
MPUMALANGA PROVINCIAL GOVERNMENT

JOB EVALUATION POLICY

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ABBREVIATIONS

CD	Chief Director
CFO	Chief Finance Officer
CORE	Code of Remuneration
DPSA	Department of Public Service and Administration
HRP&S	Human Resource Planning and Systems
JE	Job Evaluation of post
MEC	Member of the Executive Council
MPSA	Minister of Public Service and Administration
MTEF	Medium Term Expenditure Framework
PL	Post/pay level in the Organization
PSCBC	Public Service Co-ordinating Bargaining Council
PFMA	Public Finance Management Act, 1999 (Act No. 1 of 1999)
PSR	Public Service Regulations of 2016.

DEFINITIONS

Accounting Officer	means	A person mentioned in Section 36 of the Public Finance Management Act, 1999 (Act No.1 of 1999) (PFM) and includes any person acting as the Accounting Officer;
Competence	means	the blend of knowledge, skills, behavior and aptitude that a person can apply in the work environment, which indicates a person's ability to meet the requirement of a specific post;
Department	means	Department of Public Works, Roads and Transport;
Job Evaluation System	means	The job evaluation System that is designed to, as far as possible eliminate subjective value judgments in determining the relative weight of jobs. The Minister for Public Service and Administration (MPSA) has subsequently determined in terms of Public Service Regulation, section 41.1.
Executing Authority	means	The Member of the Executive Council (MEC), Department Public Works, Roads and Transport as defined in section 1 (1) of the Public Service Act, except with regard to the appointment and other career incidents of an Accounting Officer, in which case it means the executing authority as contemplated in section 3.B of the Act;
Grade	means	The relative value of a particular job as reflected by the weight, which is linked to a salary range in a salary scale used in the public service;
Job	means	the basic duties, tasks, functions, competency requirements and responsibility according to which one or more posts of the same grade are

		established;
Job Weight	means	a numerical value assigned to reflect selected characteristics of a job as measured by a job evaluation instrument;
Level	means	salary range or grade;
Medium-Term Expenditure Framework	means	the medium-term expenditure framework published by the Ministry of Finance;
Salary Range	means	a set of salaries that form a part of a salary scale linked to a specific grade and, by extension, a set of job weights; and
Salary Scale	means	a range of salaries from a minimum to a maximum (notches) for the Public Service, an occupation or a sector within the public service, with specific amounts denoted as the beginning and end of salary ranges or notches with in salary ranges.
Minister	Means	The Minister of Public Service and Administration.

1. INTRODUCTION

The Job Evaluation is committed towards ensuring that work of equal value is remunerated equally through the application of the job evaluation system within the Department.

2. OBJECTIVES

The purpose of this policy is to:

- 2.1 Ensure that job evaluation system is correctly utilized to determine the correct grading of the job in the Department;
- 2.2 Assist in achieving cost effective work organization; and
- 2.3 Determine appropriate remuneration.

3. REGULATORY FRAMEWORK

- 3.1 Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997) ;
- 3.2 Constitution of the Republic of South Africa, 1996;
- 3.3 DPSA directives, circulars and job evaluation guide;
- 3.4 Public Finance Management Act, 1999 (Act No. 1 of 1999);
- 3.5 Public Service Act, 1994 (Act No. 103 of 1994);
- 3.6 Public Service Regulations, 2016
- 3.7 PSCBC Resolutions.
- 3.8 Guide on Job Evaluation

4. SCOPE OF APPLICATION

This policy shall be applicable to all officials in the Department.

5. POLICY STATEMENT

5.1 JOB GRADING

5.1.1 POST GRADE DETERMINATION

5.1.1.1 All newly defined jobs shall be evaluated with the prescribed job evaluation system before creating such posts; and

5.1.1.2 Jobs may also be evaluated as per mandates or directives from the MPSA.

5.1.2 MANAGERS REQUESTS

Managers/Supervisors may from time-to-time in writing request the job evaluation unit to evaluate specific jobs / posts for a variety of reasons. Such requests shall be authorized by the Chief Director/ Deputy Director General and Accounting Officer.

5.1.3 EMPLOYEE / EMPLOYEE ORGANISATION'S REQUESTS

Individual employees and employee organizations acting on behalf of employees may in writing request that job evaluation be conducted on filled posts based on perception that the posts under graded.

5.2 THE ROLE OF JOB EVALUATION UNIT

The job evaluation unit shall perform the following core functions in the Department: -

5.2.1 Determine Departmental policy and procedures with regard to job evaluation;

5.2.2 Identify the mandatory jobs/posts to be evaluated and ensure that they are evaluated;

- 5.2.3 Receive and prioritize requests for other jobs/posts to be evaluated;
- 5.2.4 Use the prescribed job evaluation system to evaluate jobs and make preliminary recommendations on the grading of posts;
- 5.2.5 Present preliminary recommendations to the job evaluation panel;
- 5.2.6 Keep records of evaluations carried out and its results in order to provide information to meet the reporting requirements prescribed by the Public Service Regulations;
- 5.2.7 Make inputs in cases where the results of Job Evaluations are subject to review;
- 5.2.8 Present to Quality assurance panel;
- 5.2.9 Assist in the redesign of jobs;
- 5.2.10 Conduct benchmarking on the grading of posts;
- 5.2.11 Coordinate job evaluation results from the job evaluation panel; and
- 5.2.12 Facilitate the implementation of job evaluation results.

5.3 THE JOB EVALUATION QUALITY ASSURANCE PANEL

The Department shall maintain the integrity of the job evaluation system by ensuring that:

- 5.3.1 Only job analysts who have received full job evaluation training and certificates offered by the DPSA through National School of Government to conduct job analysis, job evaluation and quality assure jobs that are presented by the Job Analyst

5.4 ROLE OF JOB EVALUATION PANEL

The Department shall submit its job evaluations to the Provincial Job Evaluation Panel within the Office of the Premier for review or moderation of job evaluation carried out and for recommendations to Department's Executing Authority on the grading of posts.

5.5 DECISIONS ON THE GRADING OF POSTS AND REMUNERATION

The Executive Authority or any official delegated with the authority, has the final decision on the grading of posts and the awarding of salaries to employees.

5.5.1 NORMAL GRADING

In terms of section 44 of the Public Service Regulations 2016, an Executing Authority shall determine the grade of a post to correspond with its job weight and set the commencing salary of an employee on the minimum notch of the salary range attached to the relevant grade.

5.5.2 DEVIATION

In terms of Public Service Regulations 2016 Section 44, an Executing Authority may set the salary for a post or an employee above the minimum notch of the salary range indicated by the job weight: -

5.5.2.1 If she or he has evaluated the job, but cannot recruit or retain an employee with the necessary competencies at the salary indicated by the job weight, and;

5.5.2.2 She / he shall record the reason why the salary indicated by the job weight was insufficient.

5.5.3 REGRADING (DOWN GRADING OR OVERGRADING)

If the job weight demonstrates that a filled post is over graded or under-graded, an Executing Authority shall either effect changes to the work organisation or re-grade the post according to the job weight and the relevant collective agreements, as provided in section 41 of Public Service Regulation, 2016.

5.5.4 OVERGRADING

In terms of section 46 of the Public Service Regulations 2016, an Executing Authority: -

- 5.5.4.1 May redesign the job to equate with the grade of the post before it was graded; and
- 5.5.4.2 Reduce the grade of the post in line with the job weight and transfer the incumbent to another suitable post of an equivalent grade to the post that he/she occupied before it was regraded the salary of a post to a higher salary range in order to accord with the job weight,

5.5.5 UNDERGRADING

In terms of section 45 of the Public Service Regulations, if an Executing Authority increases the grade of a filled post as provided under Section (1) (a), he or she shall continue to employ the incumbent employee in the higher graded post without advertising the post if the incumbent: -

- 5.5.5.1 Already performs the duties of the post;
- 5.5.5.2 Has received a satisfactory rating in her or his most recent performance assessment;
- 5.5.5.3 Meet the inherent requirements of the post; and
- 5.5.5.4 Has been in the post for at least twelve calendar months.

5.6 REVIEWING DECISIONS EMANATING FROM JOB EVALUATION

- 5.6.1. Any employee who is not satisfied with the results of the evaluation of his/her job should be able to request a review of the job evaluation;
- 5.6.2. May also follow the Public Service Commission rules for dealing with complaints; (see Regulation Gazette No. 6575)

- 5.6.3. Grievances of public servants (see Government Notice R.800 dated 1 July 1999 as contained in Government Gazette No. 20231 dated 1 July 1999) should be followed;
- 5.6.4. In case where employees lodge grievances with regard to job Evaluation results, the investigating officers should ideally have some knowledge of, and exposure to job evaluation. It would however be clearly inappropriate to utilize the analyst(s) who dealt with the initial evaluation as investigating officers; and
- 5.6.5. Notwithstanding the fact that the formal rules for dealing with complaints and grievance may be utilized, an employee who is not satisfied with the results of the evaluation of his/her job should, as a first step, discuss the matter with his/her supervisor and the Head of the Job Evaluation unit and if still not satisfied, follow protocol and submit to the Accounting Officer or Executive Authority for decision.

5.7 THE EMPLOYEE ORGANISATIONS

- 5.7.1. Consultation on the departmental policy on job evaluation;
- 5.7.2. Consultation on specific jobs or categories of jobs to be evaluated;
- 5.7.3. Consultation on the implementation of job evaluation results; and
- 5.7.4. Assisting their members to have their jobs evaluated, also with grievances and requests for reviews emanating from the job evaluation process.

6. ROLES AND RESPONSIBILITIES

- 6.1 The Accounting Officer shall be responsible for the effective and efficient implementation of this policy as part of internal controls within the department.

6.4 All officials in the Department shall adhere to this policy and properly execute their duties in line with the implementation of the policy.

7. MONITORING AND EVALUATION

The HRP&S shall monitor and evaluate the implementation of the policy.

8. POLICY REVIEW

8.1. The policy shall be reviewed as and when there are changes in the legal frameworks, organizational development, political and economic trends.

8.2 When there are changes on the envisaged outputs by the Medium Term Expenditure Framework as well as outcomes of monitoring and evaluation.

9. DEVIATION

Any deviation from this policy shall be subject to the approval of the Accounting Officer.

10. IMPLEMENTATION DATE

This policy shall come into effect from the date of the approval of the Accounting Officer.

11. APPROVAL



MC MOROLO
HEAD: PUBLIC WORKS, ROADS AND TRANSPORT

DATE: 08/08/2023