



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

## **DEVELOPMENT OF JOB DESCRIPTIONS**



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**TO: DEPUTY DIRECTORS-GENERAL**  
**CHIEF DIRECTORS**  
**REGIONAL MANAGERS**  
**PRINCIPALS OF TVET COLLEGES**  
**HUMAN RESOURCE MANAGERS**

## **HRM CIRCULAR NO 2 OF 2019**

### **PROCEDURE DIRECTIVE ON THE DEVELOPMENT OF JOB DESCRIPTIONS**

#### **1. INTRODUCTION**

The Department seeks to ensure that every post in the Department have an official job title and a job description and to ensure that no one post in the Department shall have more than one job title and description. This policy provides guidelines for the development and amendments of job descriptions and job titles, so to ensure consistency and equity at all times within the Department. The purpose of this Directive is to provide frame of reference for the development, review and implementation of job descriptions. It also seeks to ensure standardisation of job descriptions and naming conventions within the Department.

#### **2. OBJECTIVES**

The objectives of this Directive are the following:

- 2.1 To introduce practical measures for the compilation of job descriptions for all posts on levels 1-16 and Occupation-Specific Dispensation posts.
- 2.2 To ensure compliance with the Public Service legislation applicable to job descriptions.

- 2.3 To ensure that job descriptions and job titles are reviewed in terms of the Public Service Regulations so that updated, relevant job descriptions exist for all posts.
- 2.4 To establish a model for job descriptions to be compiled in a standardised format.
- 2.5 To develop consistent application of the responsibilities of managers and employees in respect to compiling job descriptions.
- 2.6 To enforce the development and revision of job descriptions for all posts on levels 1-16 including Occupation-Specific Dispensation posts.

### **3. LEGISLATIVE FRAMEWORK**

The following legislation has been considered in developing this Directive:

- 3.1 Public Service Act No. 103 of 1994, as amended
- 3.2 Labour Relations Act No. 66 of 1995, as amended
- 3.3 Public Service Regulations, 2016 as amended
- 3.4 DPSA Job Descriptions Guide
- 3.5 DHET Job Evaluation policy
- 3.6 DHET Performance Management and Development Policy
- 3.7 DHET Training and development policy
- 3.8 DHET Delegations of Authority according to the Public Service Act 103 of 1994 and Public Service Regulations of 2016
- 3.9 DHET Labour Relations Manual
- 3.10 Applicable MPSA Directives and PSCBC Resolutions

### **4. SCOPE OF APPLICATION**

The Directive applies to all posts in the Department on salary levels 1-16, including Occupation Specific Dispensation (OSD) posts.

### **5. GENERAL DIRECTIVE PROVISIONS**

#### **5.1 CONTEXT OF JOB DESCRIPTIONS**

- 5.1.1 The Public Service Regulations, 2016 as amended, Chapter 4, Part 1, (39) (1), requires that for each post or group of posts, an Executing Authority shall establish a job description and a job title.

- 5.1.2 The Public Service Regulations, 2016 as amended, Chapter 4, Part 1, (39) (2) determines that at least every 60 calendar months (five years), an Executing Authority shall review job descriptions and titles and, where necessary, redefine them to ensure that they remain appropriate and accurate.
- 5.1.3 The Public Service Regulations, 2016 as amended, Chapter 4, Part 1, (39) (1) (a) (b) requires that a job description must include the main objectives of the post and functions of the post or posts in question and the inherent requirements of the job.
- 5.1.4 A job description should therefore indicate the output expected from a specific job, the competencies in the form of the job specifications that an incumbent should possess in order to successfully achieve the required output as well as a possible career path.

## **6. ROLES AND RESPONSIBILITIES**

### **6.1 Supervisors**

Every Supervisor must develop, populate and update job descriptions for all posts in their unit in accordance with the requirements of this policy.

### **6.2 Employees**

Job Holders must ensure that they are conversant with the content of the job description and that they understand what is expected of them in terms of the work to be performed.

### **6.3 The Organisational Development Unit**

- 6.3.1 Co-ordinates, facilitates and provides technical advice on the development of job descriptions for the Department.
- 6.3.2 Keeps and maintains a database of all job descriptions.
- 6.3.3 Conducts an annual needs assessment of job descriptions to establish which job descriptions need to be reviewed and updated in compliance with the Public Service Regulations.
- 6.3.4 Creates and implements a Job Description Action plan to prioritise the job descriptions to be developed and reviewed for the year.

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- 6.3.5 Ensures that decisions relating to job descriptions are implemented.
- 6.2.6 Co-ordinates and facilitates the development of job descriptions.
- 6.2.7 Implements approved revisions made on job descriptions.
- 6.2.8 Communicates the decisions related to job descriptions.
- 6.2.9 Monitors and reports on the compliance and non-compliance to the Job Description Policy.

This unit shall ensure that job titles:

- 6.2.10 reflect the job description contents and functions of posts;
- 6.2.11 do not infringe on Occupation Specific Dispensation job titles;
- 6.2.12 are changed after following due process;
- 6.2.13 are standardised where possible; and
- 6.2.14 unauthorised deviations are reported and dealt with.

#### **6.4 The Department of Public Service and Administration**

The Department of Public Service and Administration (DPSA) issues documents with advice, recommendations and Directives on the outcome of Co-ordinations and National Benchmarks for posts with job descriptions as part of job evaluation.

### **7. CONTENT OF JOB DESCRIPTION**

All job descriptions must have the following sections and content:

- 7.1 Job information summary;
- 7.2 Job purpose;
- 7.3 Dimensions;
- 7.4 Key responsibilities;
- 7.5 Inherent requirements of the job (Competency profile);
- 7.6 Career pathing; and
- 7.7 Agreement and approval.

The job description must contain a minimum of two (2) and a maximum of eight (8) Key Performance Areas (KPAs)/objectives/functions, which should add up to 100%. A standard draft Job Description Template to be utilised by all will be obtained from the Organisational Development Unit.

## 8. 8. REQUESTS TO RE-DESIGN THE JOB DESCRIPTION

- 8.1 Requests must be submitted to the Organisational Development Unit formally with detailed motivation for further processing.
- 8.2 Job levels must not be confused with job titles and should not infer an authority that does not exist in a post, e.g. a post can be titled a Project Manager on level 15 but not possess the associated authority of a Deputy Director-General post on the same level 15.

## 9. NAMING CONVENTIONS

In order to ensure uniformity, the naming convention for a post can be obtained from the Organisational Development Unit.

## 10. RECORD KEEPING

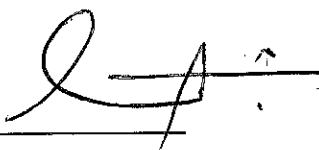
Signed job descriptions are to be retained in the personal files of employees and at the responsible HR Unit.

## 11. DISPUTE RESOLUTION

Any dispute arising out of the interpretation and/or application of this Policy shall be dealt with in terms of the DHET Labour Relations Manual.

## 12. MONITORING

The Directorate responsible for Human Resources Management will monitor this Directive.



**Mr GF Qonde**  
**Director-General: Higher Education and Training**

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