



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

JOB DESCRIPTION POLICY

POLICY CUSTODIAN	Directorate: Human Resource Management and Development
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AUTHOR	Human Resource Management and Development

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A. Acronyms

ACRONYM	DEFINITION
CET	Community Education and Training
CORE	Code of Remuneration
DA	Delegated Authority
DHET	Department of Higher Education and Training
DPSA	Department of Public Service and Administration
EA	Executive Authority
GPSSBC	General Public Service Sector Bargaining Council
JD	Job Description
JE	Job Evaluation
LRA	Labour Relations Act
MPSA	Minister of Public Service and Administration
OSD	Occupational Specific Dispensation
PMDS	Performance Management and Development System
PSA	Public Service Act
PSCBC	Public Service Co-ordinating Bargaining Council
PSR	Public Service Regulations
TVET	Technical Vocational Education and Training

B. Glossary of Terms

TERM	DEFINITION
BENCHMARK JOBS	Jobs that have been evaluated that can be used for reference/grading purposes for other jobs with the same/similar job content in the same department/component and/or other government departments without re-evaluating the posts.
COLLEGE	Refers to the Public College including Technical and Vocational Education and Training (TVET) and the Community Education and Training (CET) colleges.
DEPARTMENT	The Department of Higher Education and Training including Regional Offices, TVET and CET colleges.
DEPARTMENTAL DELEGATIONS	The Delegations in terms of the PSA and PSR accorded to certain posts with an authority to approve certain levels of work.
EXECUTIVE AUTHORITY	The Minister responsible for the national department of Higher Education and Training.
JOB DESCRIPTION	Refers to a document outlining the job purpose, objectives and competencies required to perform the work related to the job/post.
JOB EVALUATION	Is a process to determine the relative size or weight of jobs within an organisation.
JOB/POST	The functions according to which one or more posts of the same grade are created.
JOBHOLDER	An employee who occupies and performs a job.
OSD	An Occupational Specific Dispensation determined by the Minister of Public Service and Administration in terms of regulation 42.
PUBLIC SERVICE REGULATIONS, 2016	Regulations issued by the Minister of Public Service and Administration in terms of section 41 of the Public Service Act, 1994
REGIONAL OFFICES	The Departmental Regional Offices located in the six (6) Regions.

1. BACKGROUND AND INTRODUCTION

1.1 Policy Statement

The Public Service Regulations (PSR), 2016, requires executive authorities to establish a job description (JD) and a job title for each post or group of posts that indicate, with appropriate emphasis on service delivery the main objectives, activities and functions of the post or posts in question and the inherent requirements of the job.

A job description should therefore indicate the **output** expected from a specific job, the **competencies** (job specifications) that an incumbent should have to successfully achieve the required output as well as a possible career path.

1.2 Legislative Framework

The Department's Job Description Policy has been developed based on the following legislative framework:

- 1.2.1 Constitution of the Republic of South Africa;
- 1.2.2 Public Service Act, Act 103 of 1994, as amended;
- 1.2.3 Public Service Regulations (PSR), 2016, as amended;
- 1.2.4 Labour Relations Act, Act 66 of 1995, as amended;
- 1.2.5 Continuing Education and Training Act, Act no 16 of 2006
- 1.2.6 DPSA Job Description Guide;
- 1.2.7 DHET Delegations of Authority according to the Public Service Act, Act 103 of 1994 and Public Service Regulations of 2001;
- 1.2.8 Code of Remuneration (CORE); and
- 1.2.9 Applicable MPSA Directives and PSCBC Resolutions.

2. PURPOSE, OBJECTIVES AND PRINCIPLES

2.1 Purpose

This Policy aims to provide a framework on the compilation and utilisation of job descriptions in the Department.

2.2 Objectives

- 2.2.1 To establish a standardised job description model in the Department;
- 2.2.2 To serve as a management instrument for implementing strategic goals and objectives;
- 2.2.3 To align individual objectives (required output) with the strategic objectives of the Department;
- 2.2.4 To ensure that all jobholders/employees know and understand what is expected of them;
- 2.2.5 To ensure that all employees have a defined career path;
- 2.2.6 To improve service delivery; and
- 2.2.7 To encourage the Department to review employees' responsibilities to ensure that they align with Departmental objectives.

2.3 Principles

- 2.3.1 Accountability;
- 2.3.2 Responsibility;
- 2.3.3 Fairness;
- 2.3.4 Transparency;
- 2.3.5 Equity;
- 2.3.6 Professionalism;
- 2.3.7 Service excellence; and
- 2.3.8 Value for money.

3. SCOPE OF APPLICATION

This Policy applies to all posts in the Department on levels 1–16, including Occupational Specific Dispensation (OSD) posts.

4. POLICY PROVISIONS

4.1 Job Description Model

A job description model has been developed for the Department. The suggested job description model takes into account the requirements of the Public Service Regulations. The job description template to be used in the Department is attached as **Annexure A**. The job description model consists of the following components:

- 4.1.1 Job information summary;
- 4.1.2 Job purpose;
- 4.1.3 Organisational Chart;
- 4.1.4 Main Objectives;
- 4.1.5 Inherent requirements of the Job (Competency profile);
- 4.1.6 Career pathing;
- 4.1.7 Job Description Agreement; and
- 4.1.8 Job Description Approval.

4.2 Review of Job Descriptions

- 4.2.1 The Public Service Regulations determine that executive authorities must review job descriptions and job titles at least once every five years and, where necessary, be redefined to ensure that they remain appropriate and accurate.
- 4.2.2 In cases where the key responsibilities of a job have changed substantially, the job grade has to be re-evaluated with the approved job evaluation instrument.

4.3 Request to Redesign the Job/Post

- 4.3.1 Whenever significant changes are introduced into the requirements and responsibilities of any job/post the job/post should be redesigned.
- 4.3.2 Requests to redesign any job/post must be submitted to the Organisational Development Unit via a memorandum approved by the DDG/Regional Manager and or College Principal with a detailed motivation for further processing.
- 4.3.3 The job description of the job/post will only be changed once the approval is granted by the delegated authority in line with the departmental delegations.

4.4 Approval of a Job Description

Supervisors must submit a job description to the relevant manager for approval (refer to the departmental delegations) before it is implemented and submitted to the Organisational Development Unit or HR Unit in regional offices and colleges.

4.5 Record-keeping

- 4.5.1 Jobholders must be provided with a copy of the job description.
- 4.5.2 Supervisors are responsible to submit the original updated signed and approved job description to the Organisational Development Unit or Human Resource Unit in regional offices and college component.
- 4.5.3 All job descriptions should be appropriately filed at the Organisational Development Unit or Human Resource Unit in regional offices and college component. Copy of JD should also be filed in the employee's personnel file.

5. ROLES AND RESPONSIBILITIES

5.1 Director-General/Deputy Director-Generals/Regional Managers and Principals

The Director-General/Deputy Director-Generals/Regional Managers and Principals shall:

- 5.1.1 Ensure that job descriptions and job titles are established and reviewed for each job/post or group of jobs/posts within their respective component in line with the departmental delegations.
- 5.1.2 Approve the job descriptions in line with the departmental delegations.

5.2 Supervisors

The Supervisor shall:

- 5.2.1 Develop and update job descriptions for all jobs/posts in his/her component in accordance with the requirements of this Policy.
- 5.2.2 Ensure that individual jobs/posts link to the strategic objectives of the Department.
- 5.2.3 Ensure that jobholders are informed and have a clear understanding of what is expected of them in terms of the requirements set out in the job description.
- 5.2.4 Ensure that all officials within their component have and sign job descriptions, which must be submitted to the Sub-directorate: Organisational Development or responsible Human Resource Unit at the regional offices and colleges.
- 5.2.5 Explain the job description to new employees within two (2) weeks of appointment and ensure that they both sign the job description and submit to the Sub-directorate: Organisational Development or responsible Human Resource Unit at the regional offices and colleges.

- 5.2.6 Ensure compliance with approved job descriptions and that posts are advertised correctly with functions and inherent requirements as per the approved job description.

5.3 Employees

The employee shall:

- 5.3.1 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.
- 5.3.2 Ensure that they sign the job description with their supervisor.

5.4 The Organisational Development/Human Resource Management Unit in Regional Offices or Colleges

The Organisational Development/Human Resource Management Unit in Regional Offices or colleges shall:

- 5.4.1 Assist in providing technical advice to line supervisors with the development of job descriptions.
- 5.4.2 Facilitate the development of all job descriptions in the Department, Regional Offices and/or colleges.
- 5.4.3 Quality assure the job descriptions to ensure that they reflect the content and functions of the job/post and do not infringe on Occupation Specific Dispensation job titles.
- 5.4.4 Monitor and evaluate the implementation of the approved job descriptions.
- 5.4.5 Keep and maintain a database of all job descriptions.
- 5.4.6 Conduct 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. MONITORING AND EVALUATION

This Policy shall be monitored by the directorate responsible for job descriptions in the Department.

7. POLICY REVIEW

This Policy will be reviewed as and when a need arises.

8. DISPUTE RESOLUTION

Any dispute arising out of the interpretation and/or application of this Policy shall be dealt following applicable legislations and policies.

9. POLICY APPROVAL SIGNATURE

Signed at Pretoria on this 18th day of February 2022



Dr Mkosinathi Sishi

Director-General: Department Higher Education and Training



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JOB DESCRIPTION TEMPLATE

INSTRUCTIONS FOR COMPLETING THE JOB DESCRIPTION TEMPLATE:

- (a) Complete all fields, do not leave any spaces blank or incomplete.
- (b) Provide the correct job title in line with the approved organisational structure.
- (c) Provide the correct post level/salary level in line with the approved JE level and OSD.
- (d) The date of entry is the date that the official was appointed into this Post, not to the Public Service.
- (e) The Job Purpose is an accurate, short statement about the post's overall purpose or reason for existence in the Department. Details about how job purpose will be achieved should not be included here.
- (f) A job description should list main objectives, which are goals that must be achieved to fulfil the overall purpose of the Job.
- (g) The main objectives should be SMART and listed in order of importance.
 - (i) S = Simple, clear and understandable
 - (ii) M = Measurable
 - (iii) A = Agreed between the member and supervisor
 - (iv) R = Realistic
 - (v) T = Timely
- (h) Allocate percentages to each main objective and they must all add up to 100%.
- (i) The inherent requirements of the job can include the following:
 - (i) Education and Training
 - (ii) Relevant Experience
 - (iii) Knowledge
 - (iv) Skills
 - (v) Values/Attitudes
- (j) The career pathing of the job can include the type of training and development: qualifications/courses/certificates, experience and knowledge for progression and promotion to a suitable higher post.



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JOB DESCRIPTION TEMPLATE

1. JOB INFORMATION SUMMARY

Name of Jobholder	
Jobholder Persal Number	
Job Title	
Post/Salary Level	
Core	
Name of Component	
Location	
Post Reports to	
Date of Appointment/Entry Into Post	

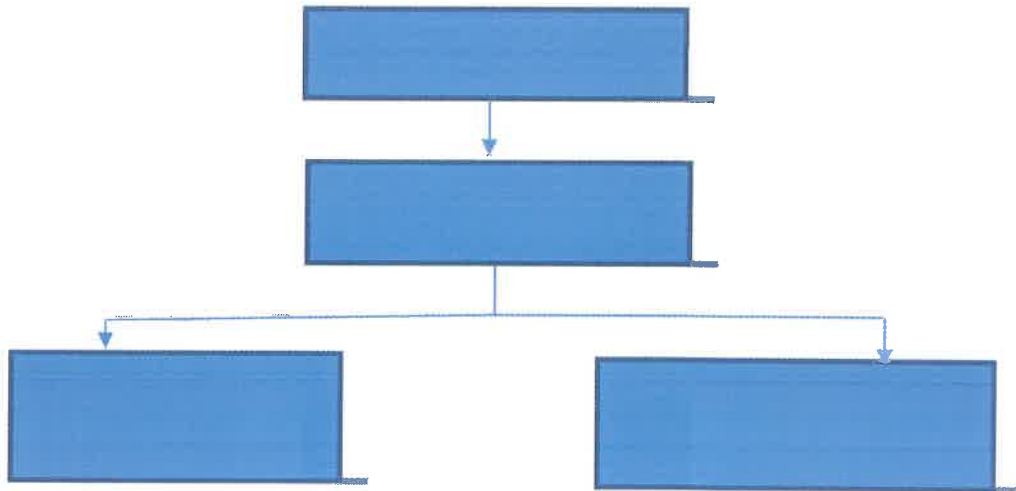
2. JOB PURPOSE

(An accurate, short statement about the post's overall purpose or reason for existence in the Department. Details about how job purpose will be achieved should not be included here.)

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3. ORGANISATIONAL CHART

(Indicates the job/post that the incumbent reports to and the posts report to the incumbent of the job/post if any.)



4. MAIN OBJECTIVES

(These should be SMART and listed in order of importance. Allocate percentages to each main objective and they must all add up to 100%.)

No.	OBJECTIVES	%
1.		
2.		
3.		
4.		
5.		
6.		

5. INHERENT REQUIREMENT OF THE JOB

(These include Education and Training, Relevant Experience, Knowledge, Skills and Values/Attitudes.)

No.	KEY COMPETENCIES	REQUIRED COMPETENCIES	LEVEL OF EXPERTISE (Basic, Intermediate or Advanced)
1.	EDUCATION AND TRAINING	<i>Minimum appropriate qualification and training required:</i>	
2.	RELEVANT EXPERIENCE	<i>Appropriate period and type of experience required:</i>	
3.	KNOWLEDGE	<i>Indicate the appropriate broad and specific knowledge required:</i>	
4.	SKILLS	<i>Indicate the appropriate skill and level required:</i>	
5.	VALUES AND ATTITUDES	<i>Indicate the appropriate values and attitudes required:</i>	

6. CAREER PATHING

(The type of training and development: qualifications/courses/certificates, experience and knowledge for progression and promotion to a suitable higher post.)

Next higher post	
Competencies required/desired in next higher post	

7. AMENDMENTS TO JOB DESCRIPTION

The Director-General or his/her nominee (supervisor or manager) reserves the right to make changes and alterations to the job description, as she/he may deem reasonable, after due consultation with the job/post-holder.

8. PERFORMANCE AGREEMENT

The Performance Agreement of the incumbent, which contains a work-plan and targets, should be read as an extension of the job description.

9. JOB DESCRIPTION AGREEMENT

The Job Description has been discussed with me and I understand and agree with the content thereof.

_____ Initial and Surname of Jobholder	_____ Initial and Surname of Supervisor/Manager
_____ Signature of Jobholder	_____ Signature of Supervisor/Manager
DATE:	DATE:

10. Job Description Approval

The Job Description is approved.

_____ Initial and Surname of Jobholder
_____ Job Title
_____ Signature of Delegated Authority (DG/DDG/Regional Manager/Principal)
_____ Date: 2021 / 11 / 12