



KWAZULU-NATAL PROVINCIAL TREASURY

JOB DESCRIPTION POLICY


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Annexure A (Job Description Guide)

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1. INTRODUCTION

Job Descriptions serve as an important source of job information as well as a strategic management tool aimed to assist employees to perform their functions in order to meet the objectives of the Department.

A Job Description is a legal document or agreement between the employer and employee specifying the job summary, job purpose, main objectives, and inherent requirements of the job and career path.

2. PURPOSE

The purpose of this policy is to provide the Executing Authority of the Provincial Treasury the correct and appropriate principles of developing appropriate job descriptions that are in line with the objectives of Provincial Treasury.

3. BACKGROUND

The policy takes into account the requirements of regulation 39, sub-regulation 1 (a)(b) and sub-regulation 3 that job descriptions should be based on the purpose of the jobs, main objectives of jobs, should indicate the inherent requirements of jobs, reflect an appropriate emphasis on service delivery and certain information about career pathing is also required.

Furthermore, the departmental job description format, takes into consideration the needs of the EVALUATE system which is prescribed for the public service, as well as the requirements set out with regard to service delivery.

With the phasing out of the Personnel Administration Standard (PAS) system and the introduction of the Codes of Remuneration (CORE) the need for job description as an integral part of work organization and job design should become more apparent in practice.

The impact of the CORE on work organization is that a much more flexible approach can be adopted towards job design which may cut across the narrow and rigid definitions of work previously prescribed in the PAS. Multi-tasking, as well as the merging of job responsibilities to promote service delivery, will also be possible with the implementation of the new regulatory framework.

Whereas job descriptions have traditionally focused on the job content of posts, the suggested model focuses on the purposes, key responsibilities, competencies and requirement for promotion to the next salary range if applicable within the respective post classes.

4. AUTHORISATION

Public Service Regulations (PSR), 2016.

Public Service Act, 1994, as amended.

5. POLICY PROVISIONS

The regulations require that job descriptions should be used:-

- Essentially to encourage managers and employees to develop a more consistent understanding of the responsibilities attached to a post.
- To ensure that all employees have a defined career path, and
- To encourage departments to review employees' responsibilities to ensure that they align with departmental objectives.

Job descriptions may lead to excessive rigidity, resulting in employees refusing to perform all tasks not included in their job description. For this reason, business units must ensure that job descriptions refer to procedure manuals for related tasks.

6. SCOPE OF APPLICABILITY

This policy is applicable to all KwaZulu-Natal Provincial Treasury employees who are employed in terms of the Public Service Act, 1994, as amended.

7. ROLES AND RESPONSIBILITIES

7.1 DEPARTMENTAL ORGANISATIONAL DESIGN AND JOB EVALUATION DIVISION should;

- Provide technical advice and guidance to senior management and supervisors regarding the development and review of new and existing job descriptions (*Job Description Guide "Annexure A"*).
- Assist with the development of job descriptions for newly defined jobs or newly created posts using the template attached as "*Annexure B*".
- Develop, implement and maintain the departmental job description policy, procedure manual, job description templates and the electronic job description database.

7.2 SUPERVISOR should;

- Train the job holders on the development of job descriptions.
- Develop a job description for a vacant post or group of posts.
- Thoroughly explain job description to the newly appointed employee(s), who must clearly understand what is expected of him or her in terms of the requirements laid down in the job description.
- Maintain a record of job descriptions for his or her job holders in files.

- Furthermore, check and ensure that job descriptions are linked to the objectives of the department.
- Update job descriptions of the job holders in line with any strategic or service delivery changes of the branch, unit or component.

7.3 JOB HOLDER should;

- Develop and update his or her job description.
- Discuss and agree with the supervisor about the content of the job description.
- Ensure that he/she is given a job description by the supervisor on assumption of duty for a new post (by appointment, transfer or promotion).

8. REVIEW OF JOB DESCRIPTIONS

Regulation 39 of PSR, 2016 requires that job descriptions must remain appropriate and accurate and that they must be reviewed at **least every 60 calendar months**. Review of job description should be communicated with Sub-Directorate :Organisational Design and Job Evaluation.

9. MANAGING JOB DESCRIPTIONS

The Directorate: Human Resource will keep a record of all electronic and hard copies of signed job descriptions.

10. COMMUNICATION

The **Directorate: HR** is responsible for communicating this policy to all employees within the department.

11. MONITORING AND EVALUATION

The **Directorate: Human Resource** is responsible for the development and ongoing monitoring thereof. Any inputs and amendments to this policy must be directed to the **Director : Human Resources**.

ANNEXURES

ANNEXURE “A” - JOB DESCRIPTION GUIDE

ANNEXURE “B” – JOB DESCRIPTION TEMPLATE

ANNEXURE "A" - JOB DESCRIPTION GUIDE

In terms of the heading of the job description the following header contains the following information:-

The Provincial Code of Arms should be on each job description to indicate the uniqueness of the job description as per the province.

The Province name should also be indicated in the job description e.g. Province of KwaZulu-Natal – Isifundazwe Sakwazulu-Natali.

The name of the department should also be included in the field above to indicate from which department the job description emanates from as a reference.

The font Arial should be used and the size 14

In terms of the page numbering we propose the following:-

Each page of the job description will also be numbered at the bottom in a footer in the right hand corner of the page using Arial font.

Note: *Each page should also be initialed/signed by the job holder and supervisor in the bottom right hand side of each page of the job description.*

In terms of font and font size we propose the following:-

We recommend the use the font Arial size 10 for the completion of the job description.

A. JOB INFORMATION SUMMARY

In terms of the Job Information Summary - Section A of the job description should consist of the following fields:-

JOB TITLE	The job title of the post or group of posts must be indicated in this field as per the approved/authorised structure.
GEOGRAPHICAL LOCATION OF POST	This field need to indicate where the post is situated e.g. Pietermaritzburg, Vryheid etc.
COMPONENT NAME	The component name e.g. Branch, Chief Directorate, Directorate, Sub-Directorate, Division, Section must be indicated in this field as per the approved/authorised structure
COMPONENT NUMBER	The component number needs to be indicated which can be obtained from the Human Resource or Establishment Control sections within your Department
POST CLASS	The post class needs to be indicated which can be obtained from the Human Resource or Establishment Control sections within your Department
POST NUMBER	The post number needs to be indicated which can be obtained from the Human Resource or Establishment Control sections within your Department
CORE TITLE	The core title of the post as per the respective CORE's should be indicated in this field.
NAME OF JOB HOLDER	The name of the present job holder e.g. title, name and surname of the incumbent needs to be completed in this field once the post holder has assumed duty or has been appointed alternatively if vacant, state vacant.
PERSAL NUMBER	The Persal number needs to be indicated of the incumbent. If post vacant, state not applicable (n/a)
SALARY LEVEL	The salary level needs to be indicated in this field after the formal job evaluation process if the post has not been evaluated it needs to be indicated as follows:- "Post level still to be determined through Job Evaluation"
DESIGNATION OF SUPERVISORY POST	This field needs to indicate to whom the job holder reports or post directly reports to.
WORKING ENVIRONMENT	This field should indicate the working environment the incumbent will be functioning in e.g. Office, Laboratory, field, Roads etc. If the job entails a 50/50 split i.e. 50% Office and 50% field/laboratory/roads, please indicate accordingly.
DATE OF EVALUATION	The date of approval of the job evaluation was completed should be indicated.

B. ORGANOGRAM

In terms of the Organogram - Section B of the organogram

The approved/authorised structure should be attached to the job description where the post or group of posts in question appears.

C. JOB PURPOSE

In terms of the Job Purpose – Section C

The job purpose is an accurate, short statement about the post's or post category's overall purpose (WHAT) or reason for existence in a department. It also serves to give some indication about how a job can be linked to the organisational mission and objectives. Details about how the job purpose will be achieved should not be included.

JOB PURPOSE

D. KEY RESULT AREAS

In terms of Key Result areas – Section D

The Key Result Areas consists of the HOW part i.t.o. how are you as a post holder going to achieve the overall job purpose.

There should be at least 4-7 key result areas in descending order not exceeding 100% of the post holder's time and indicate approximately 4-5 activities under each key result areas.

In addition, if the post holder is part of the Senior Management Services the management of resources e.g. HR, budget and equipment should always be no more or less than 20% and it is generally the last key result areas of the job.

In addition, we also propose that when dealing with elementary post classes that there should be ideally be between one – three key result areas, a minimum of three if possible e.g. cleaner, groundsman farm aids etc.

We propose the following format lay out for the Key result Areas and activities and % of time spend on each table.

No.	KEY RESULT AREAS (Including 4-5 activities under each KRA)	PERCENTAGE %
TOTAL		100%

E. COMPETENCY PROFILE

In terms of Working Conditions/Work Environment – Section E

The following fields should be completed in conjunction with HR officials:-

COMPETENCIES	ESSENTIAL REQUIREMENTS
KNOWLEDGE	<i>This field must be completed to indicate the knowledge required to perform the functions and duties attached to the post e.g. Legislative, Administrative, Technical etc.</i>
SKILLS	<i>This field needs to be completed to indicate the types of skills required for the job e.g. computer literacy, operating equipment, use of firearms, communication etc.</i>
MINIMUM EDUCATION AND TRAINING	<i>This field needs to indicate the minimum qualifications and or training which give an indication of the level, quality and quantity of learning. These must include statutory and registration requirements where applicable e.g. Basic ABET, Junior/Senior Certificate/Diploma/National Diploma/Degree etc. In addition, specify additional requirements as well e.g. Driver's license, Traffic Officer's Diploma, Professional registration etc.</i>
MINIMUM RELEVANT EXPERIENCE	<i>This field need to indicate the relevant experience required to perform the functions and duties attached to the post.</i>
VALUES/ATTRIBUTES	<i>This field needs to indicate the values and attributes to perform the job e.g. team work, honesty, reliability and innovativeness including the "Batho Pele principles".</i>
COMMUNICATION	<i>This field needs to be completed to indicate to whom the post holder will interact/communicate with both internal/external to the department in the execution of his/her duties.</i>

F. WORKING CONDITIONS

In terms of Working Conditions – Section F

PHYSICAL DEMANDS/ HAZARDOUS CONDITIONS	<i>This field deals with the physical demands including hazardous conditions attached to the post e.g. driving, working at heights, radiation, fumes and toxins etc.</i>
HOURS OF WORKING	<i>This field deals with the working hours attached to the post and any additional hours should the post requirements necessitate it.</i>

ANNEXURE "B" – JOB DESCRIPTION TEMPLATE



Job Description Template for the KwaZulu-Natal Provincial Administration – Isifundazwe Sakwazulu- Natali Provincial Treasury

A. JOB INFORMATION SUMMARY

JOB TITLE	
GEOGRAPHICAL LOCATION OF POST	
COMPONENT NAME	
COMPONENT NUMBER	
POST CLASS	
POST NUMBER	
CORE TITLE	
NAME OF JOB HOLDER	
PERSAL NUMBER	
SALARY LEVEL	
DESIGNATION OF SUPERVISORY POST	
WORKING ENVIRONMENT	
DATE OF JOB EVALUATION	

B. ORGANOGRAM

C. JOB PURPOSE

D. KEY RESULT AREAS

No.	KEY RESULT AREAS (Include 4-5 activities under each KRA)	PERCENTAGE %
TOTAL		100%

E. COMPETENCY PROFILE

COMPETENCIES	ESSENTIAL REQUIREMENTS
KNOWLEDGE	
SKILLS	
MINIMUM EDUCATION AND TRAINING	
MINIMUM RELEVANT EXPERIENCE	

VALUES/ATTRIBUTES	
COMMUNICATION	

F. WORKING CONDITIONS

PHYSICAL DEMANDS/HAZARDOUS CONDITIONS	
HOURS OF WORK	

G. PROMOTION/PROGRESSION

NEXT HIGHER POST	
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H. AMENDMENTS TO THE JOB DESCRIPTION

*The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she may deem **reasonable, after due consultation with the post holder.***

I. PERFORMANCE/WORKPLAN AGREEMENT

The performance/workplan agreement of the incumbent, which contains specific target dates, should be read as an extension of this job description and may also contain any standard operating procedures that the incumbent should adhere to during the execution of his/her key performance areas.

J. AGREEMENT

Name:		
Job Holder	Signature	Date
Name:		
Supervisor	Signature	Date

