



## Job Description Policy

This is to confirm that this policy has been reviewed according to the agreed time frames and no changes to the current policy are required

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### **Policy Aim**

1. This policy aims to advise employees on the compilation and utilisation of job descriptions in accordance with the needs and specifications of the job. This policy must be read together with the procedures that promote compliance with the terms of this policy.

### **Policy Scope**

2. This policy applies to all employees of the Northern Cape Department of Health, particularly line managers responsible for developing job descriptions.

### **Policy Statement**

3. It is the policy of the Northern Cape Department of Health;
  - 3.1. To comply with the rules of the Public Service Regulations<sup>1</sup> that prescribe that all departments must compile job descriptions and job titles for each post and/or group of posts as these assist in job evaluation as well as in the advertising and filling of posts.
  - 3.2. To encourage managers and employees to develop a more consistent understanding of the responsibilities attached to a post.
  - 3.3. To ensure that all employees have a defined career path.
  - 3.4. To encourage to review employees responsibilities to ensure that they align with departmental objectives.
  - 3.5. That job descriptions must remain appropriate and accurate and that they may be reviewed annually.
  - 3.6. That a job description should form the basis of creating and advertising posts.

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<sup>1</sup> Public Service Regulations 2001 (As amended)

