



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

Version control

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from the Publishing Date

Responsible Manager: Director for Human Resources

Approved by Head of
Department

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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 Regulations¹ 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.

¹ Public Service Regulations 2001 (As amended)

- 3.7. That job descriptions be reviewed and modified for current positions within a reasonable period of time following a material change in the essential duties of the position.
- 3.8. That a job description will play an integral part during the management of employees' performance.
- 3.9. That job descriptions assist by providing relevant information, particularly about the competencies, promotion and salary range progression.
- 3.10. That job descriptions define a career path in order to make the employee eligible for salary range progression.
- 3.11. That job descriptions are aligned with the performance agreement between the relevant incumbent and the supervisor.
- 3.12. That job descriptions be signed and dated by both the incumbent and the supervisor.
- 3.13. That the approved job description format will be utilized by all within the department.
- 3.14. That the language used in the job description should be clearly understandable to the supervisor, subordinates and other stakeholders to avoid uncertainty.
- 3.15. The language used be in line with the departmental language policy.

Roles and Responsibilities

- 4. The Senior Managers are responsible for:
 - 4.1. Ensuring that the Department fulfils its responsibilities in promoting the signing of job descriptions
 - 4.2. Ensuring that all employees have job descriptions

5. Managers and Supervisors are responsible for:
 - 5.1 Developing the job description within their components
 - 5.2 Discussing the job description with the employee
 - 5.3 Ensuring that job descriptions are attached to all submissions requesting for creation of new posts
6. The Job Evaluation unit is responsible for:
 - 6.1. Developing generic job descriptions
 - 6.2. Providing support to programmes in aligning job purpose with programme functions
 - 6.3. Will monitor the implementation of the policy
7. The employee is responsible for:
 - 7.1. Ensuring that he/she has a signed job description

Review and Distribution

8. The Director for Human Resources is the responsible manager for this Policy and for ensuring it is reviewed and updated.
9. This policy will be reviewed after 3 years but not later than 5 years after the last publication date. If necessary an updated version will be issued, if not a formal cover letter will be issued to supplement the cover of this Policy (identifying a revised publication date).
10. The Director for Policy & Planning will distribute updated versions to:
 - Member of the Executive Council for Health
 - Head of Department of Health
 - All Chief Directors, Directors and Deputy Directors (who will in turn distribute to their staff as appropriate)

Acknowledgements and Sources

11. This policy draws upon the following legislation:

- Labour Relations Act 1995 as amended
- Public Service Regulation (2003): Rules for dealing with the grievances of employees in the public service. Public Service Commission
- Promotion of Access to Information Act, 2000