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Wes-Kaap Onderwysdepartement

Western Cape Education Department

ISebe leMfundo leNtshona Koloni

CIRCULAR: 0082/2002

EXPIRY DATE: NONE

TO: ALL CHIEF DIRECTORS, DIRECTORS (HEAD OFFICE AND EMDCs), DEPUTY DIRECTORS, HEADS OF SECTIONS AT HEAD OFFICE, HEADS OF EDUCATIONAL INSTITUTIONS, ALL SUPERVISORY PERSONNEL AND RECOGNISED STAFF ASSOCIATIONS AND TRADE UNIONS

BRIEF SUMMARY: Implementation of job descriptions.

SUBJECT: IMPLEMENTATION OF JOB DESCRIPTIONS FOR PUBLIC SERVICE STAFF

1. In accordance with Part III, 1.1 of the Public Service Regulations, 2001, departments must establish job descriptions and job titles for each post and/or group of posts and these must be regularly reviewed.
2. The WCED is aware that some line managers have already developed job descriptions for public service staff under their control, but will now as an employer department embark on the process of ensuring that by 1 December 2002, a job description exists for each of its public service posts and employees.
3. The establishment of job descriptions is pivotal to the successful implementation of other important processes such as job evaluation and the new staff performance management system (SPMS). The latter will become fully effective as from the 1 April 2003. The WCED therefore relies on the full commitment and co-operation of all concerned.

MELD ASSEBLIEF VERWYSINGSNOMMERS IN ALLE KORRESPONDENSIE / PLEASE QUOTE REFERENCE NUMBERS IN ALL CORRESPONDENCE /
NCEDA UBHALA HNOMBOLO ZESALATHISO KIYO YONKE IMBALELWANO

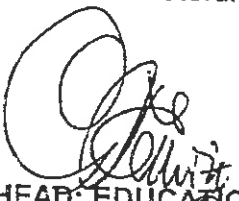
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GRAND CENTRAL TOWERS, LOWER PARLIAMENT STREET, PRIVATE BAG X9114, CAPE TOWN 8000

WEB: <http://wced.wcape.gov.za>

4. The enclosed procedure manual has been developed to assist line managers with developing job descriptions for Public Service Staff under their control. Information sessions will also be held during August and September 2002 to provide assistance with this process.
5. It would be appreciated if the line-managers/supervisors could peruse the procedure manual thoroughly in order to resolve any disclarities during the information sessions.
6. Furthermore, each Head of Institution/Component are requested to submit the attached certificate of completion (Appendix A) on or before 5 December 2002.
7. Please bring the contents of this circular to the attention of all staff under your control.
8. Enquiries about the content of this circular may be directed to the following:

Ms B Booyesen
Mr E Gierdien

Telephone no. 021-467- 2471
Telephone no. 021-467-2455


for HEAD: EDUCATION
DATE: 11 July 2002

(The Xhosa version of the circular and procedure manual will be available upon request.)



WESTERN CAPE EDUCATION DEPARTMENT

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HEAD: EDUCATION

FOR ATTENTION: MR E GIERDIEN

Private Bag X9114

Cape Town

8000

CERTIFICATE OF COMPLETION: JOB DESCRIPTIONS

I,, Head of the Institution/ *Component

..... (pay point no.....) hereby certify that a
job description exists for each public service post under my control.

.....

HEAD OF INSTITUTION/COMPONENT

DATE:

*Component here refers to an EMDC Office or a Directorate.