



PROVINCE OF KWAZULU-NATAL
ISIFUNDAZWE SAKWAZULU-NATALI
PROVINSIE KWAZULU-NATAL

DEPARTMENT OF EDUCATION
UMNYANGO WEMFUNDO
DEPARTEMENT VAN ONDERWYS

Telephone : 033-8465126/7

Fax : 033-8465179

Private Bag X9137
Pietermaritzburg
3200

228 Pietermaritz Street
Pietermaritzburg, 3201

INHLOKOHHOVISI

HEAD OFFICE

PIETERMARITZBURG

Enquiries: Mr TL Hlela
Imibuzo:
Navrae:

Reference:
Inkomba:
Verwysing:

Date: 08 April 2005
Usuku:
Datum

**To All: General Managers at Head Office
Regional General Managers
Managers at Head Office and Regional Offices
Heads of Components at Various Levels**

HRM CIRCULAR NO. 11 OF 2005

COMPLIANCE WITH PUBLIC SERVICE REGULATIONS 2001 ON THE FILLING OF PUBLIC SERVICE POSTS AND JOB EVALUATION

1. In accordance with the provisions of Public Service Regulations, 2001 and Departmental Recruitment Policy all newly defined jobs must be subjected to Job Evaluation System. Further, it is stipulated that posts on salary level 9 or higher are to be evaluated before they are filled.
2. Previously, there were rank promotion posts e.g. Administrative/Senior administrative Officer, State Accountant/ Senior State Accountant, Administrative clerk/Senior Administrative clerk, etc. and these posts were never evaluated to establish its correct salary levels.
3. In the event an urgent need exists to fill those posts before due evaluation, such posts may upon approval by the Head of Department, be advertised at a minimum salary level pending job evaluation outcome. However, these posts must subsequently be evaluated as provided for in the Public Service Regulations, 2001.
4. Please note that it is the responsibility of every Manager to make sure that all vacant posts under their control are subjected to Job Evaluation as they will not be advertised unless Job Evaluation results are furnished.

Mr DT Ndhlovu
Acting Superintendent - General
Date: _____