



**KWAZULU-NATAL PROVINCE**  
**EDUCATION**  
 REPUBLIC OF SOUTH AFRICA

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**TO: DEPUTY DIRECTORS-GENERAL  
 CHIEF DIRECTORS  
 DIRECTORS AT HEAD OFFICE  
 DISTRICT DIRECTORS  
 PRINCIPALS OF SCHOOLS  
 MEMBERS OF SCHOOL GOVERNING BODIES**

**HRM CIRCULAR No. 21 OF 2024**

**DETERMINATION AND DIRECTIVE ON THE AUTOMATED JOB EVALUATION AND JOB GRADING SYSTEM FOR THE PUBLIC SERVICE (COMPENSATE– EVALUATE)**

1. The Public Service Regulations, 2016 – Chapter 4, Section 41 – Job Evaluation and Job Grading Systems stipulates that:

*(1) The Minister shall determine –*

- (a) a job evaluation and grading system or systems that may be utilised in the public service to ensure work of equal value is remunerated equally; and*
- (b) a range of job weights derived from the system or systems for each salary level in a salary scale.*

*(2) The Minister may –*


- (a) Issue directives on the application of a job evaluation or job grading system or systems;*
- (b) Review the application of job evaluation in the public service;*
- (c) Determine a job or category of jobs that an executive authority must evaluate; and*
- (d) Issue directives that direct the evaluation and grading of any job or category of jobs.*

2. In adherence to the above legislative prescripts, the Department of Public Service and Administration issued a Directive on the revised automated Job Evaluation and Job Grading System in the Public Service dated 13 June 2024 (Annexure A) with effect from 1 August 2024. The Office of the Premier also issued circular No. 3 of 2024 dated 5 August 2024 in respect of the DPSA Directive (Annexure B). In view thereof, the DPSA Circular 31 of 2020 and the Directive on the Termination of the Web-Enabled Evaluate

**DETERMINATION AND DIRECTIVE ON THE AUTOMATED JOB EVALUATION AND JOB GRADING SYSTEM FOR THE PUBLIC SERVICE  
 (COMPENSATE– EVALUATE)**

Job Evaluation System in the Public Service, Interim System and Transitional Measures is hereby repealed and is replaced by this Determination and Directive.

3. The user guide for the revised Compensate Evaluate Job Evaluation and Job Grading System is attached as Annexure C.
4. It must be noted that in attending to applications for job evaluation, due cognisance will be taken of jobs and grading levels benchmarked by DPSA.
5. Kindly ensure that the contents of this circular are disseminated to all staff.

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**MR G.N. NGCOBO**  
**HEAD OF DEPARTMENT**  
**KZN EDUCATION**

23/9/24  

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**DATE**



**DETERMINATION AND DIRECTIVE ON THE AUTOMATED  
JOB EVALUATION AND JOB GRADING SYSTEM FOR  
THE PUBLIC SERVICE (COMPENSATE – EVALUATE JOB  
EVALUATION SYSTEM)**

**MADE BY THE MINISTER FOR THE PUBLIC SERVICE  
AND ADMINISTRATION**

**JUNE 2024**

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## **1. SCOPE**

This Determination and Directive applies to:

- (i) all national departments, provincial administration and government components in the public service and employees appointed in terms of the Act; and
- (ii) members of the services, educators, and members of the Intelligence Services only in so far as the provisions of the Determination and Directive are not contrary to the laws governing their employment.

## **2. AUTHORISATION**

This Determination and Directive is made by the Minister for the Public Service and Administration (MPSA) in terms of the provisions of section 41(3) of the Public Service Act, 1994, read with regulation 41 of the Public Service Regulations, 2016 (PSR, 2016).

## **3. PURPOSE**

This Determination and Directive seeks to determine and implement the automated Compensate – Evaluate job evaluation and job grading system for the Public Service.

## **4. COMMENCEMENT DATE**

This Determination and Directive takes effect on 01 August 2024.

## **5. REPEAL OF THE DPSA CIRCULAR 31 OF 2020**

The *DPSA Circular 31 of 2020 and Directive on the Termination of the Web-Enabled Evaluate Job Evaluation System in the Public Service, Interim System and Transitional Measures* is hereby repealed and is replaced by this Determination and Directive.

## **6. COMPLIANCE**

Non-compliance with any provision of this Determination and Directive shall be dealt with according to the provisions set out in section 16A of the Public Service Act, 1994.

## 7. GENERAL

- 7.1 The MPSA hereby determines that, from the commencement date, the automated Compensate – Evaluate job evaluation and job grading system for the Public Service shall be utilised in the public service.
- 7.2 The User Guide for the automated Compensate – Evaluate job evaluation and job grading system for the Public Service is attached at **Annexure A**.
- 7.3 The jobs and/or posts that have been graded by the MPSA in accordance with regulation 41(2)(d) of the PSR, 2016 or those determined by an Occupational Specific Dispensation (OSD) shall continue to be applicable.
- 7.4 The requirement to consult with the MPSA before the final decision on the grading of a new or regrading of an existing job and/or post at salary levels 9 to 12 in Programme 1/ the Corporate Services environment remains applicable. With effect from 01 June 2025, no jobs and/or posts shall be consulted with the MPSA of which the grading results were obtained through the EQUATE and/or Evaluate job evaluation systems.

## 8. TRANSITIONAL ARRANGEMENTS

- 8.1 Regulation 40(c) of the PSR, 2016 stipulates that an executive authority shall, before filling a vacant post, evaluate the job unless the specific job has been evaluated in the last 60 calendar months. If the grading of a vacant post has been determined through the Evaluate Job Evaluation System before 1 June 2024, the grading may only be utilised to fill that vacancy until 31 May 2025.
- 8.2 From 01 June 2025, departments may not utilise the job evaluation system results and/or reports issued under the EQUATE or EVALUATE job evaluation systems for the filling of a vacancy. Departments should, therefore, immediately commence with the process to evaluate and grade all jobs on their organisational structure, except jobs evaluated and graded by the MPSA in terms of regulation 41(2)(d) of the PSR, 2016 or jobs determined in an OSD.

**Approved by the Minister for the Public Service and Administration**



**Ms. Noxolo Kiviet, MP**  
**Minister for the Public Service and Administration**  
**Date: 13/06/24**


**KWAZULU-NATAL PROVINCE**

OFFICE OF THE PREMIER  
REPUBLIC OF SOUTH AFRICA

**DIRECTORATE:**

Provincial Organisational Development

Private Bag X454, PIETERMARITZBURG, 3200  
Invesco Centre Building, 16 Chatterton Road, PIETERMARITZBURG, 3200  
Enquiries: Mr N.Z. Hlongwa Telephone: 097 743 8712

Ref: 2/3/P

**CIRCULAR 03 OF 2024**
**PROVINCIAL HEADS OF DEPARTMENT**
**SUBJECT: DETERMINATION AND DIRECTIVE ON THE AUTOMATED JOB EVALUATION AND JOB GRADING SYSTEM FOR THE PUBLIC SERVICE (COMPENSATE-EVALUATE JOB EVALUATION SYSTEM)**

1. The Department of Public Service and Administration has issued the attached Circular and Determination and Directive on the Automated Job Evaluation and Job Grading System for the Public Service (Compensate-Evaluate Job Evaluation System) dated 13 June 2024 (see attached Annexures A and B).
2. The Determination and Directive was issued by the Minister for Public Service and Administration (MPSA) in terms of the provisions of Section 41(3) of the Public Service Act, 1994 read in conjunction with Regulation 41 of the Public Service Regulations, 2016 (PSR, 2016).
3. The Determination and Directive takes effect on 01 August 2024. The DPSA Circular 31 of 2020 and the Directive on the Termination of the Web-Enabled Evaluate Job Evaluation System in the Public Service, Interim System and Transitional Measures is hereby repealed and is replaced by this Determination and Directive.
4. Supplementing the afore-mentioned Circular and Determination and Directive is a User Guide for the automated Compensate-Evaluate job evaluation and job grading system for the Public Service (see attached Annexure C).
5. A Provincial workshop led by the DPSA was held on 30 July 2024 to unpack the abovementioned documents and to allow for Practitioners to familiarise themselves with the same and the new Compensate-Evaluate job evaluation system where a practical demonstration of the system was held. A Provincial job evaluation calendar has been compiled and Provincial job Evaluation meetings will commence shortly to evaluate jobs utilising the Compensate-Evaluate job evaluation system.
6. The DPSA has advised that it is still in the process of engaging with the National School of Government regarding the development of a training course. Once finalised, the DPSA will communicate the same to Provinces. Officials who had previously underwent the relevant job evaluation training need not re-attend job evaluation training and can commence with utilization of the Compensate-Evaluate job evaluation system.

GROWING KWAZULU-NATAL TOGETHER

**SUBJECT: DETERMINATION AND DIRECTIVE ON THE AUTOMATED JOB EVALUATION AND JOB GRADING  
SYSTEM FOR THE PUBLIC SERVICE (COMPENSATE - EVALUATE JOB EVALUATION SYSTEM)**

7. Should any assistance be required, Departments can contact the Directorate: Provincial Organisational Development within the Office of the Premier to provide the requisite assistance.
8. Submitted for your information and further attention.
9. Your cooperation is always appreciated.



**DR NONHLANHLA O. MKHIZE**  
**DIRECTOR-GENERAL**  
**DATE: 05/08/2024**