



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

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**TO: DEPUTY DIRECTORS-GENERAL
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DISTRICT DIRECTORS
PRINCIPALS OF SCHOOLS
MEMBERS OF SCHOOL GOVERNING BODIES**

HRM CIRCULAR No. 31 OF 2025

REVISED DEPARTMENTAL POLICY ON JOB EVALUATION

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.*

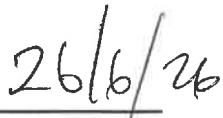
2. In adherence to the above legislative prescripts, the Department of Public Service and Administration issued a Directive on the revised automated Job Evaluation and Job Grading System in the Public Service dated 13 June 2024 with effect from 1 August 2024. The Office of the Premier also issued circular No. 3 of 2024 dated 5 August 2024 in respect of the DPSA Directive.

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GROWING KWAZULU-NATAL TOGETHER

3. The Office of the Premier issued Circular No. 2 of 2025 dated 17 April 2025 in respect of the revised provincial policy on job evaluation. This necessitated a review of the departmental policy on job evaluation that was approved in 2005.
4. The revised departmental policy on job evaluation is attached.
5. Kindly ensure that the contents of this circular are disseminated to all staff.



MR G.N. NGCOBO
HEAD KZN DEPARTMENT: EDUCATION



DATE