

**JOB EVALUATION POLICY
2025/2026 FY**



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1. POLICY BACKGROUND

Job evaluation aims at determining the relative worth of a job. The principle upon which all job evaluation schemes are based is that of describing and assessing the value of all jobs in the firms in terms of a number of factors, the relative importance of which varies from job to job.

2. POLICY PURPOSE

- a) To implement the TASK Job Evaluation System within the local government sector to achieve uniform norms and standards in the description of similar jobs and their grading across the municipal sector.
- b) To provide for the necessary structures, institutional arrangements and procedures for the evaluation of jobs in municipalities.
- c) To ensure that a single job evaluation system is implemented to avoid remuneration disparities for similar categories of municipalities within the Local Government Sector.

3. DEFINITIONS

- a) "Auditing" shall mean a technical exercise in verifying that the TASK System is being consistently applied in terms of its own rules and any other rules on implementation.
- b) "Audit Trail" shall mean the report generated by the TASK System detailing the skill level and corresponding factor statements, weighting and points.
- c) "Designated Job Evaluation Manager" shall mean the Manager appointed by the Municipal Manager to manage the implementation process.
- d) "Effective Date" shall mean the date of implementation should a job be upgraded and shall be the beginning of the calendar month following thirty (30) days after receipt of the grading request by the JE Committee.
- e) "Factors" shall mean the four TASK factors of Complexity, Knowledge, Influence and Pressure.
- f) "Job Description" shall mean a description of the content and duties of a post in terms of criteria and guidelines determined.
- g) "PAC" shall mean a Provincial Audit Committee.
- h) "Review" Shall mean an application by an employee or group of employees who are aggrieved with their Final Job Grade Outcome.
- i) "Review Procedure" shall mean the process which the PAC's shall follow to review grading results arrived at;
- j) "Skill Level" shall mean the Basic, Discretionary, Specialised, Tactical and Strategic Levels as per the TASK System.
- k) "Sub-factors" shall mean the fine-tuning of sub-factors in the TASK system.

- l) "TASK" shall mean Tuned Assessment of Skills and Knowledge.
- m) "TASK System" shall mean the TASK Job Evaluation System in terms of its rules, application, definition and terminology

4. APPLICATION AND SCOPE

- a) The terms of this policy are applicable to all municipalities in the Republic of South Africa except,
- b) Municipal Managers and managers directly accountable to Municipal Managers in terms of Section 56 of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000 as amended).

5. LEGISLATIVE FRAMEWORK

- a) Basic Conditions of Employment Act
- b) Municipal Finance Management Act

6. POLICY PROCEDURE

6.1 KEY PRINCIPLES

- a) The wage curves for the different categories of municipalities applicable at which undergoes a permanent substantial change in job content, shall be re- evaluated.
- b) No post in the local government sector shall be filled without having been subjected to the TASK Job Evaluation process.
- c) The job descriptions for all posts shall be the responsibility of the Municipal Manager.
- d) The compilation of job descriptions shall be in the prescribed TASK format.

6.2 ROLE AND RESPONSIBILITIES OF THE MUNICIPAL MANAGER

- a) The Municipal Manager is responsible for ensuring the development of job descriptions in the Municipality.
- b) The Municipal Manager must ensure that the designated Senior Manager: Corporate Services takes full responsibility for supporting and directing the job evaluation implementation and maintenance process.
- c) The Municipal Manager shall ensure that sufficient staff and resources are allocated to support the process.
- d) The Municipal Manager shall in terms of Section 66 of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000 as amended) ensure that there is a job description for each post on the staff establishment of the municipality.

- e) The Municipal Manager must ensure that the municipality keeps custody of the copies of job descriptions for all posts.

6.3 Establishment and Composition

- a) The Municipal Manager shall establish a Local Job Evaluation Committee in a municipality, to take responsibility of developing and keeping records of the job evaluation process.
- b) The composition of the Local Job Evaluation Committee shall at least consist of the following:
 - i. Section Managers from all departments.
 - ii. Administrative support and
 - iii. One Union Rep (as observers) per recognised unions.

6.4 Roles and Responsibilities of Local Job Evaluation Committee

- a) The Committee shall assist in the development of job descriptions and conduct preliminary evaluations in preparation for sending to District Unit.
- b) The responsibility of committee is both administrative (planning, prioritizing grading programs, quality control, receiving checking and filing job descriptions)
- c) The committee shall invite both the incumbent of the job, as well as his/her manager and the Head of Department's input to confirm if the full particulars of the job were considered.

6.5 TASK IMPLEMENTATION REQUIREMENTS

The critical elements required to implement the TASK Job Evaluation System in a municipality are as follows:

- i. An approved staff establishment recording the position of all jobs and their designation.
- ii. Job Descriptions written in the prescribed TASK format.
- iii. The TASK Job Evaluation Policy shall be strictly adhered to by all concerned to ensure both consistency and adequate implementation.
- iv. SALGA shall communicate the list of all evaluated jobs from other municipalities to all Municipal Managers for purposes of assisting the locals in developing the jobs of jobs.
- v. The municipality on receipt of final job evaluation outcomes shall refer them to the council for approval and implementation.

6.6 TASK REVIEW PROCESS

- a) All employees shall be furnished with the JE outcomes for the positions they occupy – Task Grades.
- b) An employee may lodge a review application no later than 30 working days from date of notification of the JE results. The onus shall be on the employee to prove that the Task System was inconsistently applied when the post was graded.
- c) Employees may request the re-evaluation of their positions only if:
 - i. The job description utilized is not the same as the job the employee performs or there has been some changes.
 - ii. The employee has added responsibilities which are not covered in the job description
 - iii. Re-evaluation applications shall be referred to the JE Unit (convenor) for an evaluation to be undertaken and submitted to the PAC for auditing of the provisional grade outcome.
 - iv. The PAC shall ensure effective “bench-marking” is done for consistency and uniformity purposes.

6.7 ADMINISTRATIVE ARRANGEMENTS

The following conditions apply when placing staff on a new TASK grade and salary scale:

- a) Employees will be placed on the salary notch on the new pay scale for the applicable TASK grade which is the closest higher salary notch to their existing salary notch.
- b) Employees whose current salary notch is lower than the minimum of the applicable TASK grade scale will be placed on the minimum of the applicable new TASK salary scale.
- c) Employees whose existing basic salary is higher than the new TASK grade maximum will retain their existing basic salary on a personal to holder basis.
- d) In the event of Clause 14.3 above, annual cost of living adjustments as determined by the South African Local Government Bargaining Council will be applied to the salary rate as retained by employee from the date on which such an adjustment is applicable
- e) The implementation date for a new TASK JE outcome will be the 1st of the month following the month when the final authority has approved the new grade.

7. IMPLEMENTATION

The policy is subject to the implementation once Council approval have been obtained on any additions effected.



8. REVIEWAL

The policy shall be subjected to the review process after twelve months of its operation