

TASK JOB EVALUATION POLICY FOR MUNICIPALITIES

2025

Approved by Council
28 October 2026

JOB EVALUATION POLICY FOR LOCAL GOVERNMENT

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1. PREAMBLE

1.1 Job evaluation is a systematic process for defining the relative worth or size of jobs within an organisation in order to establish internal relativities and provide the basis for designing an equitable grade and pay structure, grading jobs in the Staff establishment and managing relativities.

1.2 T.A.S.K® has been identified as the recognized Job Evaluation Methodology within the local government sector as approved by the National Executive Committee (NEC) of SALGA. Uniformity is essential for a variety of sector processes such as wage bargaining, comparative understanding of workforce establishment levels and organisational development, sector skills planning, employment equity and the organisation of education and training.

1.3 The Job Evaluation Web System has been made available for all job evaluation processes, in order to ensure secure storage of job evaluation outcomes and support data management activities.

1.4 This policy must be read in the context of the T.A.S.K® Job Evaluation Methodology, Job Evaluation Web System, Municipal Staff Regulations, Job Evaluation Master List approved by SALGA and other related legislation for the local government sector.

2. SCOPE OF APPLICATION

2.1 The terms of this policy are applicable to all posts within municipalities of the Republic of South Africa except Municipal Managers and managers directly accountable to Municipal Managers in terms of 54A and Section 56 of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000 as amended).

3. DEFINITIONS

All expressions used in this Policy, which are defined in the Labour Relations Act, 1995 (Act No 66 of 1995), shall bear the same meaning as in the Act and unless the contrary intention appears, words importing the masculine gender shall include the feminine.

3.1 "***Auditing***" shall mean a technical exercise which include benchmarking undertaken by PAC in verifying that the TASK Methodology is being consistently applied in terms of its own rules and any other rules on implementation with the objective of providing the relevant municipality with a PAC Job Grade outcome" ***Audit Report***" shall mean the report generated by the Job Evaluation (JE) Web System detailing the skill level and corresponding factor statements, weighting and points as well as detailed notes supporting the selection of the sub-factors

3.2 "***Benchmarking"*** is the systematic process of adopting an existing official

graded job description by comparing the responsibilities, requirements and competencies outlined in the job description of a similar category and structured municipality, against established local government sector standards or best practices in terms of the TASK Job Evaluation done by the district/region JE units and audited by the PAC.

3.3 "***Designated Job Evaluation Manager***" shall mean an employee at a minimum of at least at a Manager level within Corporate Services Department who is trained and certified as an Evaluator in the TASK Job Evaluation system and appointed by the Municipal Manager to manage the implementation process;

3.4 "***District/Regiona*l"** where District is stated in the policy it will refer to region/al as well;

3.5 "***Effective Date***" The effective date of implementation shall be the first day of the month following the publication date of the Final Outcomes Report recorded on the report issued by the Provincial Audit Committee (PAC) and approved by Council

3.6 "***Factors***" shall mean the four TASK factors of Complexity, Knowledge, Influence and Pressure;

3.7 "***JE task team***" shall mean employees seconded by the Municipal Manager to assist in evaluation of jobs and for the implementation of the TASK Job Evaluation System;

3.8 **"*JEU"*** means a committee created at a district or regional level or a grading panel within a municipality tasked with the evaluation of job descriptions utilizing the TASK Job Evaluation System

3.9 **"*Job"*** shall mean the basic duties, functions, tasks, competency requirements and responsibilities according to which one or more posts of the same grade are established.

3.10 "***Job Description***" shall mean a document that outlines the specific job's duties, responsibilities and required competencies which employees are required to undertake and is in the format required in terms of the Municipal Staff Regulations;

3.11 **"*PAC"*** shall mean a Provincial Audit Committee

3.12 "***Post"*** shall mean a designated unique identification through a job title and post identification number.

3.13 **"*Review*"** shall mean an application by a Municipal Manager/nominee or an employee or group of employees who are aggrieved with their Final Job Grade Outcome based on an inconsistent application of the TASK System or benchmarking, for similar post in the structure having the same content and requirements.;

3.14 "***Review Procedure***" shall mean the process adopted by the PAC to conduct the grading reviews as published in the Final Outcomes report.

3.15 "***Skill Level***" shall mean the Basic, Discretionary, Specialised, Tactical and Strategic Levels as per the TASK Job Evaluation System;

3.16 "***Sub-factors***" shall mean the fine-tuning elements of the factors stated in terms of 3.6 above in the TASK Job Evaluation System.;

3.17 "***TASK***" shall mean Tuned Assessment of Skills and Knowledge;

3.18 "***TASK System***" shall mean the TASK Job Evaluation System in terms of its rules, application, definition and terminology;

3.19 **"Unique Jobs"** shall mean those jobs that are municipality specific and do not exist in the Job Evaluation Master List.

3.20 **"*SALGA JE Master List*"** shall mean a catalogue of job descriptions with confirmed grades for different categories of municipalities

3.21 "***Significantly/Substantially"*** shall mean the job content has changed to a great extent (i.e additional/Reduction of KPAs, job enrichment and job enlargement''

4. PURPOSE

4.1 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;

4.2 To provide for the necessary structures, institutional arrangements and procedures for the evaluation of jobs in municipalities;

4.3 To ensure that a single job evaluation system is implemented to avoid grading disparities for similar categories of municipalities within the Local Government Sector;

4.4 To ensure the necessary objectivity and consistency in the outcome of job evaluation either using the TASK system or through benchmarking of the JEUs and audited by the PAC

4.5 To ensure Municipalities consult the Master List of all evaluated jobs before creating any new (unique) job for the municipality.

5. KEY PRINCIPLES

5.1 The wage curves for the different categories of municipalities applicable at the time as adopted by the SALGBC/SALGA shall be utilized to determine the salaries of TASK graded jobs;

5.2 All positions shall be subjected to Job Evaluation/ Benchmarking in terms of the TASK Job Evaluation System and as per the Municipal Staff Regulations.

5.3 Any post which undergoes a permanent substantial authorized change in job content, shall be re-evaluated/benchmarked 6 months after the change in job content or job requirements;

5.4 No post in the local government sector shall be advertised and filled without having been subjected to the TASK Job Evaluation/benchmarking and audited by the PAC.

5.5 The compilation of the job description shall be in the prescribed TASK format (annexure B) clearly stating the WHAT, HOW and WHY. The job descriptions must be signed by the incumbent/s, immediate superior, and the Head of department.

5.6 In the event of non-consensus on the job description, the Municipal Manager or his/her nominee will determine the job description as provided for in the Municipal Systems Act, that will be final and binding;

5.7 To check the accuracy of the content of the job descriptions to ensure that the job specifications are appropriate in accordance with the minimum requirements as stated in the Municipal Staff Regulations or per proclamation in the event of changes to the minimum requirements.

6. ROLE AND RESPONSIBILITIES OF THE MUNICIPAL MANAGER

6.1 The Municipal Manager is responsible for ensuring the implementation of the TASK Job Evaluation System in the Municipality;

6.2 The Municipal Manager must ensure that the designated JE Manager takes full responsibility for supporting and directing the job evaluation implementation and maintenance process;

6.3 The Municipal Manager shall ensure that sufficient staff and resources are allocated to support the process;

6.4 The Municipal Manager or his delegated authority 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;

6.5 The Municipal Manager must ensure that the municipality keeps custody of the official job descriptions for all posts;

6.6 The Municipal Manager shall incorporate the responsibility for the compilation of the job description in the performance contract of every Manager;

6.7 The Municipal Manager shall ensure that all staff are informed of the objectives of the TASK Job Evaluation System as required in terms of Section 67 of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000 as amended);

6.8 The respective Municipal Managers for the cluster of municipalities who are responsible for job evaluation at the district / regional level shall appoint trained and qualified persons to serve on the Job Evaluation Unit;

6.9 Municipal Managers shall ensure that Job Evaluation Units are established and are functional;

6.10 The Municipal Manager shall ensure that the integrity, objectivity and independence of the Job Evaluation Unit is maintained at all times.

6.11 The Municipal Manager shall ensure that all job descriptions submitted to the JEU shall comply with the following requirements:

6.11.1 That the JD content corresponds with the functional structure of the municipality. Do not copy and paste from JDs from other municipalities

6.11.2The purpose of the post must be in line with the job content and organogram

6.11.3 The correct JD format as per municipal staff regulations and as approved by local government must be used for all job descriptions. The PAC and JEUs will not accept any other templates

6.11.4 Ensure that the current task grading is on the post and if a new post, then indicate as NEW

6.11.5 Ensure that the superior and subordinate post & current task grades of the post are reflected on the JD

6.11.6 Ensure that there is no duplication of functions in terms of posts reporting to each other.

6.11.7Job titles on JDs must correspond with job titles on the approved organogram.

6.11.8 No handwritten comments may be made on the JD

6.11.9 Signatures of the Head of Department, and/ or immediate superior and incumbent (if the post is not vacant) must be on the JD. If

the employee refuses to sign, the reason for the refusal must be indicated on the signature page by the employee or the superior.

6.11.10 An extract of the approved organogram where the post is reflected must be attached to the JD on the last page.

6.11.11 The approved organogram (for all departments) must be submitted as separate document.

6.11.12 Generic posts must be corrected internally after the Final Outcome Report is received. There is no need to submit the same post if only the incumbents differ.

6.11.13 JDs and organogram should be amended where applicable with new T-grade and job titles.

6.11.14 JDS must be amended with comments from the JEU and PAC and signed. This is important when a municipality advertises a post.

6.11.15 Posts must, as far as possible, be submitted at least per section and not one by one.

6.11.16 When a post is submitted for re-evaluation, the changes in the JD should be highlighted in bold italics or red (if using colour scanner), indicating changes in the job content.

6.11.17 When scanning job descriptions to submit to the JEU, the size of the scanned file must not exceed 3MB.Files exceeding 3MB cannot be uploaded onto the TASK web-based system.

6.11.18 Scanned JDs should be named as follows: Organogram number and job titles (e.g TSR 15 General Assistant- Roads)

7. JOB EVALUATION UNITS

7.1 Establishment and Composition

7.1.1 The Municipal Manager shall establish a Job Evaluation Unit in a municipality, to take responsibility for implementing the job evaluation process;

7.1.2 Job Evaluation Units may be established at a District/Regional level as agreed provincially by municipalities due to capacity challenges;

7.1.3 The Job Evaluation Unit established at a District level/ Regional level shall comprise of members from the relevant local municipalities;

7.1.4 The composition of the JE Unit shall comprise of at least the following TASK JE- trained members:

7.1.4.1 Head of JE Unit / Chairperson (or his/her nominee), elected by the JEU.

7.1.4.2 Two (2), additional members to undertake the grading of jobs; and/ or

7.1.4.3 Administrative / secretarial support. (Not part of quorum).

7.2 Trade Union Representation

7.2.1 One Trade Union representative from each of the recognized trade unions may participate **as observers** in the Job Evaluation Unit.

7.3 Training of Job Evaluation Unit Members

7.3.1 All members of the JE Unit shall undergo TASK Job Evaluation System training prior to participating in the JE Unit.

7.4 Roles and Responsibilities

7.4.1 The JE Unit shall conduct the evaluation/benchmarking of all jobs within the municipalities falling under its jurisdiction or as mandated by SALGA and present the outcomes for auditing by the Provincial Audit Committee (PAC);

7.4.2 The responsibility of a JE Unit includes both administrative and (planning, prioritizing grading programs, quality control, receiving checking and filing job descriptions.) and the grading of jobs prior to submission to the Provincial Audit Committee (PAC); with reference to the process flow (Annexure A)

7.4.3 For purposes of grading, a quorum shall consist of at least 3 JEU members including the Chairperson or nominee of the JE Unit;

7.4.4 The JEU may invite both the incumbent/s of the job, as well as his/her immediate superior or nominee by the Head of department for input to confirm if the full particulars of the job were correctly and appropriately reflected/ recorded in the job description.

7.4.5 The JE unit may conduct meetings in person or virtually.

7.4.6 The JEU must return JDs that do not comply with clause 6.11 to the municipality.

8. PROVINCIAL AUDIT COMMITTEE (PAC)

8.1 Composition

8.1.1 The provincial structures of SALGA shall establish a PAC to audit the outcomes of the JE results from the JE Unit(s);

8.1.2 The PAC shall consist of at least four (4) members who are trained and experienced in the TASK Job Evaluation System.

8.1.3 A quorum of a PAC audit meeting shall consist of at least 2 members and the Chairperson or his/her nominee of the PAC;

8.1.4 Secretarial/administrative services will be provided by the provincial office of SALGA;

8.1.5 Members of the PAC shall serve on the panel for at least three (3) years;

8.1.6 One Trade Union representative from each of the recognized trade unions **may** participate **as observers** in the TASK Job Evaluation Auditing Process;

8.1.7 The PAC shall convene on a regular basis in person or virtually, depending on the outcomes to be audited.

8.1.8 All PAC members may undergo additional training on how to conduct the TASK Job Evaluation Auditing Process.

8.2 Responsibilities and Powers

8.2.1 It is the responsibility of every member of a PAC to:

8.2.1.1 Conduct auditing with due regard to the integrity of the TASK Job Evaluation System, its accepted rules, applications, definitions and terminology;

8.2.1.2 Request any information relevant to the task which the PAC has to perform;

8.2.1.3 Decide on the outcome of the evaluation (TASK Grade) / benchmarking and issue a Final Outcome Report (FOR), which outcome will be final and binding subject to possible review application.

8.3 AUDIT PROCESS

8.3.1 The PAC receives job evaluation results from the JEU

8.3.2 The PAC scrutinizes and discusses the job content of each JD.

8.3.3 The PAC confirms the result if in agreement with the outcome of the JEU

8.3.4 The PAC if not in agreement, will:

8.3.4.1 Change the outcome in line with the sector norm or evaluate the post on system and change the outcome where necessary

8.3.5 SALGA issues a Provisional Outcome Report (POR) to the JEU regional committee who submits it to the Municipal Manager.

8.3.6 The Municipal Manager then has 45 working days to object in writing on the outcomes in the POR. The Municipal Manager may request an interview with the PAC.

8.3.7 The Objection Committee as appointed by the PAC, then considers the comments received from the Municipal Manager.

8.3.8 The PAC confirms or changes the outcome.

8.3.9 SALGA issues a Final Outcome Report (FOR) to the JEU who submits it to the Municipal Manager.

8.3.10 The Municipal Manager and incumbent then have 60 working days to submit a review application to the Review Committee, as appointed by the PAC. The review Committee consists of members who were not part of the PAC or Objection Committee consists of members who were not part of the PAC or Objection Committee.

8.3.11The Review Committee outcome which is final will be communicated in a final outcome report .

8.3.12 The PAC will not accept any objection/review applications received after the stipulated time frames

9 IMPLEMENTATION REQUIREMENTS

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

(a) A Council approved staff establishment recording the position of all jobs and their designation;

(b) Job Descriptions written in the prescribed TASK format (What, How and Why) and on the MSR prescribed template;

(c) That (a) and (b) above at a bare minimum have been used to evaluate the job using the TASK System to determine a TASK Grade.

9.2 The TASK Job Evaluation Policy shall be strictly adhered to by all concerned to ensure both consistency and adequate implementation;

9.3 SALGA shall develop and maintain the JE Master list of jobs evaluated and job descriptions for standardized jobs.

9.4 SALGA shall conduct Train-the-Trainer programme during the first quarter of 2024/ 2025 financial year on JE training.

10 JOB EVALUATION/RE-EVALUATION PROCESS

10.1 If a job has changed materially and permanently, as confirmed and approved by the municipal manager, a job incumbent, or the relevant authorized manager may make an application through the Departmental Head that the job be re-evaluated;

10.2 Where an employee is utilized or acting in another position higher than his/her position, such functions cannot serve as grounds for re-evaluation.

10.3 The Job Evaluation Process shall be done on a continuous basis by the JE Unit for as long as there are new/major changes or posts being added to the staff establishment of the municipality as per Section 66 of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000 as amended);

10.4 The JE unit may perform a due diligence process and consult accordingly in order to ensure that the functioning of the position is understood. This can include an interview with the relevant authorised manager or Head of Department and incumbent or a site visit.

10.5 A compilation of a job description for new posts should be preceded by job analysis in conjunction with the Human Resources Department / relevant department.

10.6 The incumbent of the post as well as the relevant manager and the Head of Department shall be required to sign off the job description prior to the JE Unit grading the job with the TASK Job Evaluation System;

10.7 In the event of no consensus being reached, the Municipal Manager or nominee will determine the content of the job description;

10.8 The evaluation takes place by:

(a) Determination of the *skill level* of the post;

(b) The scoring of the *factors* relating to Complexity, Knowledge, Influence and Pressure;

(c) The scoring of the *sub-factors* relating to Complexity, Knowledge,

Influence and Pressure.

10.9 The JE Unit shall then compile a JE Outcome Report for the PAC with relevant audit trail, including notes, job descriptions and approved organogram or approved organizational structure indicating existing grades for all posts;

10.10 The PAC shall be furnished with all relevant documentation within fourteen (14) working days prior to the date of the PAC meeting to ensure sufficient time for preparation;

10.11 A chairperson or the nominated representative of the JE Unit may be required to present the results to the PAC;

10.12 The Chairperson/ Deputy Chairperson of the PAC shall sign off the results of the job evaluation process prior to the JE Unit communicating same to the Municipal Manager for implementation on the effective date.

10.13 The effective date of implementation shall be the first day of the month following the publication date of the Final Outcomes Report recorded on the report issued by the PAC, subject to approval by the Municipal Manager.

10.14 Any application for non-implementation shall be submitted in writing by the Municipal Manager to the SALGA regional office stating reasons for non-implementation. The results of the Provincial Audit Committee shall remain in force, save for the deferred implementation date if granted.

11 MEETING RULES OF THE JE UNITS AND PAC

11.1 The JE Units and the PAC shall appoint a chairperson.

11.2 The JE Units and PAC shall function in terms of normally understood rules of meeting procedures;

11.3 An agenda must be prepared for every meeting;

11.4 The proceedings of all meetings must be minuted, with particular reference to all prescribed administrative requirements.

11.5 Any member of a JEU/PAC will recuse themselves from the committee when their own, immediate superior/subordinate job is evaluated/audited.

12. COSTS

11.6 Municipalities shall bear the proportional costs associated with TASK Job Evaluation license and related costs.

13. CONFIDENTIALITY

14.1 Members of the JE Unit and the PAC, as well as observers shall maintain confidentiality on all scores and grading *outcome*s prior to formal notification of the final outcome and shall not disclose information obtained in the process of job evaluation in a manner that may prejudice effective implementation.

14.2 The provisional outcomes report (POR) must be treated as confidential by the relevant municipal representatives until a Final Outcomes report (FOR) has been published.

14.3 The Job Evaluation outcomes in the JE unit outcome report and the PAC outcome report must be treated as confidential by the relevant municipal representative until FOR has been published

14.4 All members must sign a confidentiality agreement.

14. ROLE OF SALGA

14.5 To establish Provincial Audit Committees to deal with auditing of JE Results comprising of TASK JE specialists as per clause 8.1.1 above;

14.6 Responsible for monitoring the implementation and maintenance of the TASK Job Evaluation System and /or benchmarking process.

14.7 Develop guidelines and criteria for job descriptions writing

14.8 Develop and regularly update the JE Master list for the designation and identification of jobs in the local government sector.

15 ADMINISTRATIVE ARRANGEMENTS

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

15.1 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;

15.2 Employees whose current basic salary / salary notch is lower than the minimum of the applicable salary scale will be placed on the minimum of the new salary scale applicable;

15.3 Employees whose existing basic salary is higher than the new TASK grade maximum will retain their existing basic salary only on a *personal to holder* basis;

15.4 In the event of Clause 15.3 above, annual cost of living adjustments as determined by the South African Local Government Bargaining Council shall be applied to the salary rate as retained by employee from the date on which such an adjustment is applicable

END