



# INFORMUS

SINCE 1920  
all others  
SERVICE EXCELLENCE

FOR PSA MEMBERS: **DEPARTMENT OF TRANSPORT (DOT)**

02-05-2023

## Request for inputs on policies tabled by employer

The following policies were tabled by the employer at the Departmental Bargaining Chamber and are distributed for members' inputs:

### Whistle-Blowing Policy

The purpose of this policy is to provide whistle-blowers with avenues to report allegations of fraud, corruption, and maladministration and to ensure the protection of any person who reports acts of fraud and corruption, unethical conduct, and maladministration. The policy provides for remedies available to whistle-blowers and assurance for confidentiality and anonymous reporting. It further promotes a culture of openness and provides details of facilities and contact numbers where disclosures can be made.

### Job Description Policy

The Job Description policy is intended to serve as a guideline to all employees about the compilation and utilisation of job descriptions. It outlines the purpose job descriptions need to serve, including encouraging managers and employees to develop a consistent understanding of their responsibilities and have defined career paths. The roles and responsibilities of the Organisational Development sub-directorate and that of supervisors or managers are outlined in the policy. The policy further attaches a job description model for DOT as Annexure B.

### Job Evaluation Policy

The Job Evaluation policy provides an integrated framework for the job evaluation process to grade jobs correctly and consistently. It applies to all positions in the Department, including posts additional to the structure. The policy outlines the requirements regarding job evaluation and categories of jobs to be evaluated. It states the roles and responsibilities of the Job Evaluation Unit and of the Job Evaluation Panel. Furthermore, the policy provides for the process of job evaluation, which includes different phases of the evaluation.

Members are urged to read the policies and provide inputs on each policy to the PSA at [joseph.mashigo@psa.co.za](mailto:joseph.mashigo@psa.co.za) on or **before 10 May 2023**.

Members will be updated on developments.

GENERAL MANAGER