

Job Evaluation & Organisational Design

1. Overview

The purpose of this programme is to equip participants with the knowledge and practical skills required to analyse organisational structures, develop staffing models, conduct job evaluations, and participate effectively in job evaluation panels within the South African Public Sector. Participants will gain an understanding of organisational design principles, job evaluation methodologies, and governance processes to support organisational effectiveness, fairness, transparency, and improved service delivery.

2. Programme Outcome:

- Explain the principles and components of organisational structure and design
- Analyse the strategic objectives of a Public Sector department to support organisational performance
- Recommend appropriate organisational and staffing structures
- Analyse organisational and business environments to support job evaluation
- Develop accurate and comprehensive job descriptions
- Apply electronic job evaluation systems to evaluate jobs objectively
- Conduct job evaluations in accordance with Public Sector policies and procedures
- Explain the roles and responsibilities of job evaluation panellists
- Assess the fairness and transparency of job evaluation processes
- Make informed job evaluation recommendations based on organisational requirements and legislative frameworks

Qualification:

Certificate of Completion

Duration:

3-Months

Programme Type:

Category B – Workplace-Based Learning Programme

Programme ID:

PA0287

SAQA US:

337060, 337062, 337064

NQF Level:

4

Credits:

14

Entry Requirements:

NQF Level 3 qualification

Training Options:

Online - Each participant will receive access to an online portal, where all programme materials and resources are available. Training is delivered fully online, and participants will join scheduled Microsoft Teams sessions facilitated by a trainer. This mode provides flexibility and allows learners to participate from any location.

Blended - Blended learning combines both online and face-to-face training. Participants receive access to an online portal for online content, resources, and self-paced activities. They also attend scheduled in-person contact sessions with a facilitator, either at the client's premises or providers campus. This approach offers the flexibility of online learning with the added support of guided, interactive sessions.

**A choice of leveraged programmes for any person,
At any level, in any department, of any company, in any industry.**

Face-to-Face - Each participant will receive training resources, which contains all programme materials and resources. Training is delivered through onsite contact sessions, either at the client's premises or providers campus, where a facilitator conducts the sessions in a classroom environment.

Minimum Participants Required: (1) Online, (1) Blended & (1) Face-to-Face

3. Programme Content

- **(337060 US):** Apply knowledge of organisation structure and design to support performance to a Public Sector Department
- **(337062 US):** Evaluate a job in the Public Sector in South Africa
- **(337064 US):** Apply knowledge of the job evaluation process in the Public Sector in order to ensure that a job has been properly evaluated

4. Topics

Module 1: Organisation Structure and Design

- Introduction to organisational design
- Principles of organisational structure
- Organisational design models
- Public Sector organisational frameworks
- Strategic analysis of departments
- Aligning organisational structure with strategy
- Organisational functions and reporting lines
- Workforce planning principles
- Designing staffing structures
- Change management considerations
- Organisational effectiveness and performance improvement

Module 2: Job Evaluation in the Public Sector

- Introduction to job evaluation
- Purpose and benefits of job evaluation
- Public Sector job evaluation policies
- Business environment analysis
- Job analysis techniques
- Developing job descriptions
- Job profiles and job specifications
- Electronic job evaluation systems
- Job grading principles
- Conducting job evaluations
- Recording and reporting evaluation outcomes

We trust that the above is in order and look forward to hearing from you for Implementation

Module 3: Job Evaluation Governance and Panel Participation

- Overview of Public Sector job evaluation processes
- Roles and responsibilities of job evaluation panellists
- Ethical conduct and confidentiality
- Fairness and transparency in job evaluation
- Applying organisational knowledge during evaluations
- Evaluating evidence and supporting documentation
- Making objective recommendations
- Panel decision-making processes
- Quality assurance in job evaluation
- Reporting panel recommendations
- Continuous improvement in job evaluation practices

5. Target Market

This programme is suitable for:

- Human Resource Practitioners
- Job Analysts
- Work Study Practitioners
- Organisation Design Practitioners
- Job Evaluation Panel Members
- Human Resource Officers
- Organisational Development Practitioners
- Line Managers and Supervisors
- Departmental Managers
- Public Sector Administrators
- Labour Relations Practitioners
- Individuals seeking a career in Human Resource Management and Organisational Development within the Public Sector

6. Assessments

This programme includes a Portfolio of Evidence (POE) that must be submitted at the end of the programme. The POE include:

- **Knowledge Assessments:** To evaluate theoretical understanding
- **Practical Assignments:** Hands-on tasks related to course topics
- **Workplace Assignments and Logbook:** Application of skills in real-world settings

Successful participants will receive a certificate of completion.

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7. Workplace-Based Learning Programme

This WLP is a fusion of academic learning and practical work. The learning is directly applied to the workplace by using client-based mentors and extensive workplace-based portfolio work and assignments. Apart from the obvious benefits of a workplace directed qualification, each WLP qualifies for recognition as a Category B Skills Programme in the Learning Matrix of the Amended BEE codes, which allows for the salaries of participants to be recognized as part of the Skills Development Expenditure.

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