

Evaluation-Ready Job Description Template

Divine ICTP · Johannesburg · Free Field kit · Updated Sep 2026

Complete one form per role before grading. Write for the **position as designed**, not for the preferred incumbent. Vacant roles can be graded from a current, signed-off description. Grades describe job worth — they are not performance ratings and they do not produce salary figures by themselves.

Role header (fill in)

Field	Client entry
Position title	
Business unit / division	
Reports to (title)	
Direct reports (titles / count)	
Location (office / hybrid / remote)	
Employment type	
Framework intended for evaluation (e.g. Paterson; or other recognised framework already in use)	
JD version / date	
Prepared by / signed off by (line)	

1. Purpose of the role (2–4 sentences)

Why does this job exist? What organisational outcome does it own?

2. Key accountabilities (5–8 bullets)

What the job must deliver — outcomes, not busy-work lists.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

3. Decision rights and span

Topic	Client entry
Decisions this role owns	
Decisions this role recommends (who decides)	
Budget / P&L / commercial influence (describe; no rand claim required)	
Policy interpretation vs policy creation	
Typical complexity of decisions (routine / within parameters / interpretive / strategic — descriptive only)	

4. Working relationships

Relationship	Titles / groups	Nature of contact
Internal — upward		
Internal — peers		
Internal — downward / matrix		
External (clients, regulators, partners, unions — as applicable)		

5. Requirements (job, not person)

Type	Must-have	Nice-to-have
Qualifications / professional standing		
Experience (sector, scale, span)		
Technical / domain depth		
Leadership / people accountability		
Regulatory / security / mobility constraints		

Do not grade “who we hope to hire.” Grade the job content above.

6. Organisational context (optional but useful)

- Current organogram attached (roles in scope marked)
- Bargaining / EE / public-entity context noted where relevant
- Acting or dual-hat arrangements flagged (see Role Anomaly Register)
- Public Service roles in group **not** assumed to be Paterson — DPSA Compensate–Evaluate applies where in scope

7. Ready-for-JE self-check

- Purpose is clear without naming an individual
- Accountabilities are outcomes, not a task dump
- Decision rights distinguish own vs recommend
- Span and relationships are stated
- Requirements match the job as designed
- Line manager has signed off this version
- Version date is current (stale JDs risk grade creep)
- No performance ratings or personal attributes used as grade inputs

Framework reminder

Paterson — evaluates job worth by decision complexity (bands A–F, then sub-grades as applied); does not produce salaries alone.

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Public Service — Compensate–Evaluate (DPSA), not Paterson.

JE ≠ performance appraisal.

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