

**REPUBLIC OF SOUTH AFRICA  
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## GOVERNMENT NOTICE

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### SOUTH AFRICAN QUALIFICATIONS AUTHORITY

No. 967

9 October 2009



### SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)

In accordance with Regulation 24(c) of the Regulations of 28 March 1998, the Task Team for  
Public Sector

registered by Organising Field 03 – Business, Commerce and Management Studies, publishes  
the following Unit Standards for public comment.

This notice contains the titles, fields, sub-fields, NQF levels, credits, and purposes of the Unit  
Standards. The full Unit Standards can be accessed via the SAQA web-site at  
[www.saqqa.org.za](http://www.saqqa.org.za). Copies may also be obtained from the Directorate for Standards Setting  
and Development at the SAQA offices, SAQA House, 1067 Arcadia Street, Hatfield, Pretoria.

Comment on the Unit Standards should reach SAQA at the address ***below and no later than 9  
November 2009***. All correspondence should be marked **Standards Setting – Task Team  
for Public Sector** addressed to

The Director: Standards Setting and Development  
SAQA

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D. MPHUTHING

ACTING DIRECTOR: STANDARDS SETTING AND DEVELOPMENT



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:**

***Apply monitoring and evaluation approaches and tools to assess an organisation's or programme's performance in a specific context***

SAQA US ID	UNIT STANDARD TITLE		
337059	Apply monitoring and evaluation approaches and tools to assess an organisation's or programme's performance in a specific context		
ORIGINATOR	PROVIDER		
Task Team - Public Sector			
FIELD	SUBFIELD		
3 - Business, Commerce and Management Studies	Public Administration		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 5	15

New NQF Level: NQF Level 05

***This unit standard does not replace any other unit standard and is not replaced by another unit standard.***

**SPECIFIC OUTCOME 1**

Contextualise different approaches to and theories of monitoring and evaluation in a particular organisation.

**SPECIFIC OUTCOME 2**

Demonstrate understanding of research design and methodology for monitoring and evaluation an organisation or programme in a specific context.

**SPECIFIC OUTCOME 3**

Design a monitoring and evaluation plan for a specific context.

**SPECIFIC OUTCOME 4**

Collect appropriate data aligned to specific indicators in a monitoring and evaluation plan.

**SPECIFIC OUTCOME 5**

Analyse and interpret collated data.

**SPECIFIC OUTCOME 6**

Present the findings and recommendations of a monitoring and evaluation project or plan.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

None



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:**

***Apply knowledge of organisation structure and design to support performance to a Public Service Department***

<b>SAQA US ID</b>		<b>UNIT STANDARD TITLE</b>	
337060		Apply knowledge of organisation structure and design to support performance to a Public Service Department	
<b>ORIGINATOR</b>		<b>PROVIDER</b>	
Task Team - Public Sector			
<b>FIELD</b>		<b>SUBFIELD</b>	
3 - Business, Commerce and Management Studies		Human Resources	
<b>ABET BAND</b>	<b>UNIT STANDARD TYPE</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
Undefined	Regular	Level 4	5

***This unit standard does not replace any other unit standard and is not replaced by another unit standard.***

**SPECIFIC OUTCOME 1**

Explain key elements in organisation structure and design.

**SPECIFIC OUTCOME 2**

Analyse the strategy of a Public Service Department.

**SPECIFIC OUTCOME 3**

Recommend an organisational structure and design for a Public Service Department.

**SPECIFIC OUTCOME 4**

Propose a staffing structure for a selected department.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

None



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:**

***Demonstrate knowledge and insight into a bid committee system applicable to an Organ of State in South Africa***

SAQA US ID	UNIT STANDARD TITLE		
337061	Demonstrate knowledge and insight into a bid committee system applicable to an Organ of State in South Africa		
ORIGINATOR		PROVIDER	
Task Team - Public Sector			
FIELD	SUBFIELD		
3 - Business, Commerce and Management Studies		Public Administration	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 5	15

***This unit standard does not replace any other unit standard and is not replaced by another unit standard.***

**SPECIFIC OUTCOME 1**

Discuss elements of the Supply Chain Management model that apply to the bid committee system.

**SPECIFIC OUTCOME 2**

Apply knowledge of the applicable regulatory framework to ensure compliance.

**SPECIFIC OUTCOME 3**

Discuss the importance of ethical conduct in the bid committee process.

**SPECIFIC OUTCOME 4**

Apply knowledge of the functions of the Bid Specification Committee.

**SPECIFIC OUTCOME 5**

Apply knowledge of the functions of the Bid Evaluation Committee.

**SPECIFIC OUTCOME 6**

Apply knowledge of the functions of the Bid Adjudication Committee.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

**None**



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:*****Evaluate a job in the Public Service in South Africa***

<b>SAQA US ID</b>	<b>UNIT STANDARD TITLE</b>		
337062	Evaluate a job in the Public Service in South Africa		
<b>ORIGINATOR</b>	<b>PROVIDER</b>		
Task Team - Public Sector			
<b>FIELD</b>	<b>SUBFIELD</b>		
3 - Business, Commerce and Management Studies	Human Resources		
<b>ABET BAND</b>	<b>UNIT STANDARD TYPE</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
Undefined	Regular	Level 4	6

***This unit standard does not replace any other unit standard and is not replaced by another unit standard.***

**SPECIFIC OUTCOME 1**

Analyse the business environment.

**SPECIFIC OUTCOME 2**

Develop a job description.

**SPECIFIC OUTCOME 3**

Use an electronic job evaluation system.

**SPECIFIC OUTCOME 4**

Apply a job evaluation process to evaluate a job.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

None



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:**

***Demonstrate knowledge and insight into the principles of monitoring and evaluation in assessing organisation and/or programme performance in a specific context***

<b>SAQA US ID</b>	<b>UNIT STANDARD TITLE</b>		
337063	Demonstrate knowledge and insight into the principles of monitoring and evaluation in assessing organisation and/or programme performance in a specific context		
<b>ORIGINATOR</b>		<b>PROVIDER</b>	
Task Team - Public Sector			
<b>FIELD</b>	<b>SUBFIELD</b>		
3 - Business, Commerce and Management Studies	Public Administration		
<b>ABET BAND</b>	<b>UNIT STANDARD TYPE</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
Undefined	Regular	Level 5	5

***This unit standard does not replace any other unit standard and is not replaced by another unit standard.***

**SPECIFIC OUTCOME 1**

Explain the purpose of monitoring and evaluation as a management function.

**SPECIFIC OUTCOME 2**

Analyse current Policy and organisational documents relating to monitoring and evaluation.

**SPECIFIC OUTCOME 3**

Conceptualise a monitoring and evaluation system for a selected programme, project or organisation.

**SPECIFIC OUTCOME 4**

Assess how monitoring and evaluation is applied in specific work roles.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

None





## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:**

***Apply knowledge of the job evaluation process in the Public Service in order to ensure that a job has been properly evaluated***

<b>SAQA US ID</b>		<b>UNIT STANDARD TITLE</b>	
337064		Apply knowledge of the job evaluation process in the Public Service in order to ensure that a job has been properly evaluated	
<b>ORIGINATOR</b>		<b>PROVIDER</b>	
Task Team - Public Sector			
<b>FIELD</b>		<b>SUBFIELD</b>	
3 - Business, Commerce and Management Studies		Human Resources	
<b>ABET BAND</b>	<b>UNIT STANDARD TYPE</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
Undefined	Regular	Level 4	3

***This unit standard does not replace any other unit standard and is not replaced by another unit standard.***

**SPECIFIC OUTCOME 1**

Explain the roles and responsibilities of a job evaluation panellist.

**SPECIFIC OUTCOME 2**

Explain a job evaluation process and the implications for panel recommendations.

**SPECIFIC OUTCOME 3**

Apply knowledge of a business environment to make an informed recommendation.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

None