



Thursday, November 15, 1990

Vol 2 No 16

Job evaluation - non-academic staff

RHODES has started evaluating all non-academic jobs. In phase I, senior non-academic staff will be covered. Phase II will cover service staff jobs. Phase I has already begun

Purpose

The purpose is to determine, as objectively as possible, the relationship between various non-academic jobs. The emphasis is on understanding and evaluating the content of the job, not the competence or performance of the incumbent.

The job evaluation system

The University examined available job evaluation systems and, after consulting experts and other Universities, decided that the Paterson Plan was most appropriate.

This was developed by Professor T T Paterson, former Professor of Industrial Administration at the University of Strathclyde, Scotland. The plan is widely used in a variety of organizations throughout the world and has international credibility.

It is internationally recognized and has proved successful at other Universities world-wide. It is also widely used in South Africa.

The plan can be applied to all jobs at all levels, even where the content of jobs vary considerably, as it does between technical and administrative jobs.

The Paterson Plan is straightforward and easy to use.

Applications

In all evaluation systems, a written job description is needed as a sound basis for evaluation. A job description

is a list of the tasks and duties that comprise the major part of the job. It also contains other items such as reporting relationships, qualifications and experience, to help place the job in context. All non-academic staff are being or will be asked to write their own job descriptions. These will be checked by their supervisors before submission to the Personnel Division and the University job Evaluation Committee.

Many people like to give details of special features of their jobs - please do this, because it helps to give a better picture of the job.

The following are members of the Job Evaluation Committee

Professor Randall Hepburn - Department of Zoology and Entomology

Professor Gavin Staude - Department of Business Administration

Dr Keith Hunt - Registrar

Mr Tony Long - Registrar, Finance

Mr John Eller - representing the RU Staff Association

Mr Bruce Smith - Director of Personnel

Mr Dan Davel - Deputy Director of Personnel

The committee has met over the past four months and all are now familiar with the Paterson Plan. More than 150 jobs have been evaluated. The committee has obtained job descriptions from Finance, the Registrar, Public Relations and the Library; and is obtaining job descriptions from Business Affairs, the Computing Centre, and Personnel. The Division/Department heads for all other non-academic staff affected by

continued on page 2



Mrs Judy Gruber and Mr John Eller

RUSA expresses appreciation for Georg

AT A small party recently, the Chairman of RUSA, John Eller, presented Mrs Judy Gruber with a carriage clock as a mark of the esteem in which Dr Georg Gruber was held by his colleagues on the RUSA Committee, and in appreciation of his outstanding contributions.

"While we regret that we cannot make this presentation to Georg, we are most happy that we are able to make it to Judy", Mr Eller said.

"Georg took over the Chairmanship when RUSA was less active and over the next years made a great effort to inject some of his own enthusiasm into the Association. Even more recently, he developed the RUSA car-scheme.

"He worked tirelessly on this and other projects and earned the appreciation which we now express, from those who came into contact with him.

"At our last AGM, on August 27, we told Georg and the RUSA members present that we would be making this presentation to him. Sadly, this was not to be", he concluded.

Congratulations ...

- to Professor Mike and Mrs Cindy Brown, on the engagement of their son, Richard.
- to Tandi Scott - six boys and/or girls. 3:00 am on Halloween night. Long awaited by exhausted grandmother, Pat. HMS bit their fingernails with you!

from page 1

phase I will soon be asked to provide job descriptions for their staff. If all the outstanding job descriptions come in soon, it will be possible to evaluate all senior staff jobs this year.

These job descriptions are also used for surveying what is being paid for similar jobs by other organizations. This will be used to determine an appropriate pay structure for the University.

Any pay structure that is developed has to be approved by the University Council.

Some may be uncertain about whether the job description correctly reflects their job. The Committee therefore, asks a management member in the Division/Department to attend a meeting to answer questions and expand upon the written job description. Some may also fear that their pay may be adversely affected. However, it is not the

intention of the University to reduce anyone's pay as a result of this job evaluation.

Inevitably, this exercise creates additional work in writing the job descriptions and the involvement in management time for review and discussion. Some will wish for rapid completion of the exercise. However, it is necessary to ensure that the proper investment in time is made for the exercise to be done properly. The University and the Job Evaluation Committee would appreciate your co-operation in completing job descriptions when requested and to ensure that they include sufficient detail to be meaningful.

If you would like more information, please talk to your superior, one of the committee members, or Dan Davel, in the Personnel Division.



"Your fairy-tales were rather successful. Wouldn't you like to try your hand at a tax manual?"

National Gallery buys one of "ours"

The South African National Gallery has bought a graphic art work by Mr Dominic Thorburn, Senior Lecturer in Graphic Art, for their prestigious permanent collection.

The graphic print, entitled *The Other Cosmo* is a large colour etching depicting dockside Port Elizabeth from an elevated perspective.

The work was created earlier this year and exhibited during the National Arts Festival in Grahamstown in July.

Pool vehicles to cost more

by Mr Phil Murray

I regret that with the recent increase in fuel prices, we have had to increase the rates for pool vehicles.

The new rates are as follows, and the rates shown on the Transport Requisition form are amended accordingly.

Type of Vehicle	Seating	Rate
* Mini-bus	10	50c per km
* Mini-bus	15	50c per km
** Bus	24	56c per km
Trailer - large or small	-	R5 per day
* LDV - 2 wheel drive	2 (Bakkie)	50c per km
* LDV - 4 wheel drive	3 (Bakkie)	75c per km
** Station Wagon - 4 wheel drive	10	80c per km
** Passenger Car - large (Staff only)	4	60c per km
* Passenger car - small (Staff only)	4	45c per km

* Minimum charge - R20 per booking

** Minimum charge - R25 per booking

When and if fuel prices come down, the rates will be reviewed.

Notice to Glenvaal insurance policy holders

Endorsement attaching to and forming part of the Rhodes Personal Insurance Group Scheme

From December 1 1990, the policy is amended as follows:

Section 1 - Houseowners

The first amount payable is amended to R100,00.

Section 2 - Householders all risks

The first amount payable in respect of claims, including non-crime related is amended to R100,00

Section 3 - Householders defined events

The first amount payable appearing on page 6 is cancelled except Extension (b) Accidental Breakage of mirrors and glass which remains unaltered.

Section 4 - All risks

The second paragraph appearing on page 7 headed "Warranted" is cancelled and replaced by the following:

Warranted that any article lost or damaged resulting from an unattended vehicle is not covered unless such vehicle is locked and entry is accompanied by visible, forcible and violent means. A limit of R1 000 will apply whilst in the Urban Area of Grahamstown.

Section 9 - Motor

The First Amount Payable appearing on Page 10 - (d) "Windscreen Excess" is amended to read R100,00.

An excess of R200,00 is introduced in respect of theft or hijacking of vehicles insured under the Third Party Fire and Theft section.

The basic excess in respect of Comprehensive Motor Cover is amended to 5% of claim value with a minimum of R300.

- Basic Excess minimum R300
- Under 21 years of age an additional R300 will apply
- Under 21 years of age an additional R200 will apply.
- Licence less than two years an additional R100 will apply.

Printers' don't want to be bedeviled

by Don Williams

At the beginning of each year, departmental requests for printing are so overwhelming that the Printing Unit is unable to cope with the rush of work, which causes serious inconvenience to departments.

To ensure that this situation does not arise next year, we urge departments to send in their requests for printing early in 1991.

The Printing Unit is usually quietest during November and December. If departments arrange to send in printing requisitions before then, it is possible to guarantee that work will be completed in time.

From December 1, 1990, there will be a substantial increase in printing charges - so get in early.



LETTERS

The Editor

After four years of depression and illness I almost have my BJourn degree. I have myalgic encephalomyelitis, which is truly debilitating.

The help and support I've had from Rhodes has been astounding and has helped me to persevere when the going got tough.

Thank you to all of you, especially to Mark Rainier, Prof Gavin Stewart, my Hall Warden, Mrs Bess Allen and the Sisters at the Sanatorium.

There are many others as well. Please know that every bit of help and support was, and still is, very deeply appreciated.

Cecilia de Vos
BJourn IV

The Editor

Ula Cameron's interesting article which looked back over her time at Rhodes sparked off some thoughts about the genesis of the Department of Computer Science.

Professor Rolf Braae, an applied mathematician, joined the staff in 1963 and soon became the prime mover in the introduction of Computer Science in the Department of Applied Mathematics, which later became the Department of Applied Mathematics and Computer Science. Computer Science II was introduced in 1970, and the first students in Computer Science graduated in April 1972. Professor Braae was also instrumental in the installation of the first computer at Rhodes in 1965.

The next big change in Computer Science occurred, as Ula Cameron wrote, when the teaching of Computer Science moved from the mainframe computer to microcomputers in the early 1980s.

An interested OR

The Editor

In your issue of October 25, D A Scott complains about the system of allocating funds for capital equipment. His gripes appear to be:

- The costly items use up the bulk of the money, leaving little for the less expensive items.
- Research equipment is favoured over teaching equipment.
- Very expensive integrated pieces of equipment should be put on a separate list and funding for these should be sought outside the University.

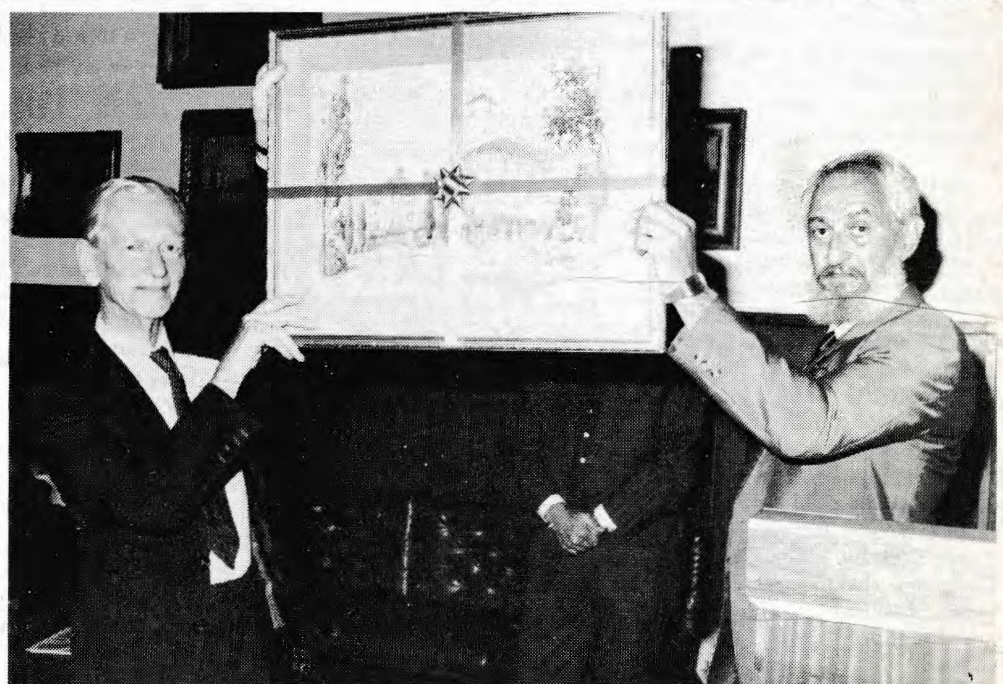
In fact, none of his complaints is valid. Dealing with them in turn:

- Departments set their own priorities. If they want the less expensive items, then they need only put them at the top of their priority list.
- Teaching equipment gets roughly eleven times as much as research equipment in the Humanities departments (of which Education is one).
- The system suggested is already in operation. Unfortunately, outside donors have contributed only a small fraction of our requirements. The list does exist, however, and Council is endeavouring to provide for these large items from accumulated reserves, when it can. Unfortunately, with successively greater cuts

in the subsidy from government, it is becoming more and more difficult to cover the running costs of the University, never mind accumulating reserves.

The allocations to departments are made at meetings of all the heads. These will take place in the next few weeks. No system can work perfectly when allocations have to be made to departments with such a wide spectrum of needs. The present system has evolved over many years but suggestions for change made on an informed basis are always considered carefully.

Eddie Baart



Rhodes recently honoured Dr Johan van Hille, who has been on the staff of the University for over fifty years, by holding a party to celebrate his jubilee. Dr Van Hille (left) is seen with Professor Randall Hepburn, Head of the Department of Zoology and Entomology, and the painting of the University presented to Dr Van Hille.

Pop goes the packaging

A Dutch computer firm has started packing equipment in popcorn rather than expanded polystyrene in order to help protect the environment.

Mr Jeroen Groot, of Corblan International BV said that his company had been using popcorn for three months.

"It's a bit more expensive than polystyrene, but it is better for the environment.

"Some people eat it afterwards, but we don't recommend it", Mr Groot said.

Doublespeak

The art of not saying what you really mean...

When an American politician says more weapons are needed to ensure "meaningful arms reduction", you may suspect that he is not being entirely frank.

Sport

by Doug Coghlan

Bowls

The powerful Maintenance A side, confident after last year's victory, started the Keith Hunt bowls day with a fairly easy win against an inexperienced Academic team, but failed to retain the trophy when they could only peel with the Administration team.

Admin, fielding an all ladies team of Jean Fletcher, Joey Mann, Phil Tremaine and Gwen Crouch had earlier beaten the other Maintenance side. Academics held the Maintenance B team for a while, but eventually lost, ending up in last place.

1. Admin (J Fletcher, J Mann, P Tremaine, G Crouch)
2. Maintenance A (D Wiblin, A Lisher, M Young, M Beauvais)
3. Maintenance B (H Dare, M Dare, F Doolan, G Gill)
4. Academics (M Brown, W Tatham, D Coghlan, K Durham)

As Doug Coghlan is retiring, the organization of the tournament will be taken over by Bill Tatham, of the Department of Accounting.

Thanks to the Albany Bowling Club for the use of their greens, and to the ladies who supplied the tea.

Golf

Twelve Rhodes golfers participated in the Golf Day arranged at the Royal Port Alfred Club by Willis Faber Enthoven, the Commercial Union Assurance Company and Standard General Insurance.

They were:

Wally Bennett, Mike Bruton, Colin Buxton, Doug Coghlan, Des Cooper, John Donald, Derek Henderson, Brian LaTrobe, Tony Long, Neil Papenfus, Les Reynolds, and Mike Young.

Rhodes will field several sides in the Occupational Fours on Sunday, November 18.

DEADLINES

Copy date	Publication date
19 Nov	29 Nov
4 Feb	14 Feb
18 Feb	28 Feb

For your diary...

During the month of November

Lithographs of the eastern Cape

Standard Bank Gallery

1820 Settlers Memorial Museum

Best group ever!

by Andrew Weldrick

The Human Resources Development Centre (HRDC) aims to develop human resources through the development of people, according to the Dean of Commerce, Professor Philip van der Watt.

Professor Van der Watt addressed guests at the HRDC's third certificate presentation during which 10 successful candidates received the Applied Information Systems Certificate (AISC). Most of the candidates were from the Ciskei, and Professor Van der Watt said the course focused on people from rural areas where formal training opportunities were limited.

The AISC course, co-ordinated Mr John McNeill, takes a unique alternative approach to Systems Development training and uses Fourth Generation computer software combined with specially adapted System Development and Design methodologies and tools.

This course consists of four two-week courses which run over 12 months, and it alternates between theory and practice. Systems Development is the process of design and construction of computerized systems, and the productive and easy-to-learn tools offered by Fourth Generation software enable students to start building their own systems quickly.

Students with no previous expertise who successfully complete the course are skilled as competent small System designers and developers.

"The HRDC is well equipped to provide such training at an affordable cost, and it's time to consider marketing this more widely", Professor Van der Watt said.

According to the Head of the Department of Business Information Systems, Professor Malcolm Sainsbury, this year's AISC students were "the best group ever". He said that he hoped that their problem-solving and technology skills would be of good use.

Keys are the key to it

by Mr Dave Charteris

Despite repeated cautionary advice from the Campus Protection Unit, thefts of Rhodes property continue because of the attitude to key control by key-holders.

The practice of issuing keys to anyone who asks for one, without keeping a record and obtaining a signature continues. Keys to doors are being hung on nails or left in unlocked drawers. Key cupboards, made at considerable expense to secure keys, are left unlocked with the key in place in unattended offices, or the key to the key cupboard is left in a conspicuous place.

Whereas people carefully lock up their homes before leaving for work, and secure their cars when they leave them, there appears to be an attitude that

Rhodes can afford it, so why bother to lock up? No thought is given to the use which could be made of the the cost of replacements.

Equipment has disappeared at alarmingly regular intervals in recent years under circumstances which not only point to negligence but to criminal acts by persons employed at Rhodes.

It is strongly recommended that academic and administrative departments review their control of keys to ensure that only those who really need them possess them and that they, in turn, maintain strict control of keys giving access to valuable equipment and stores.

It can and will happen to you: complacency is rampant and this breeds dishonesty. Lock up, and secure your keys!

Smalls

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2pm, 4 & 5pm. Contact Pam
Bowker 24359.

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Rhodos is produced twice a month by the Public Relations Division, Rhodes University, Grahamstown. The views expressed are not necessarily those of the Editor, Rhodos Staff, or the University.