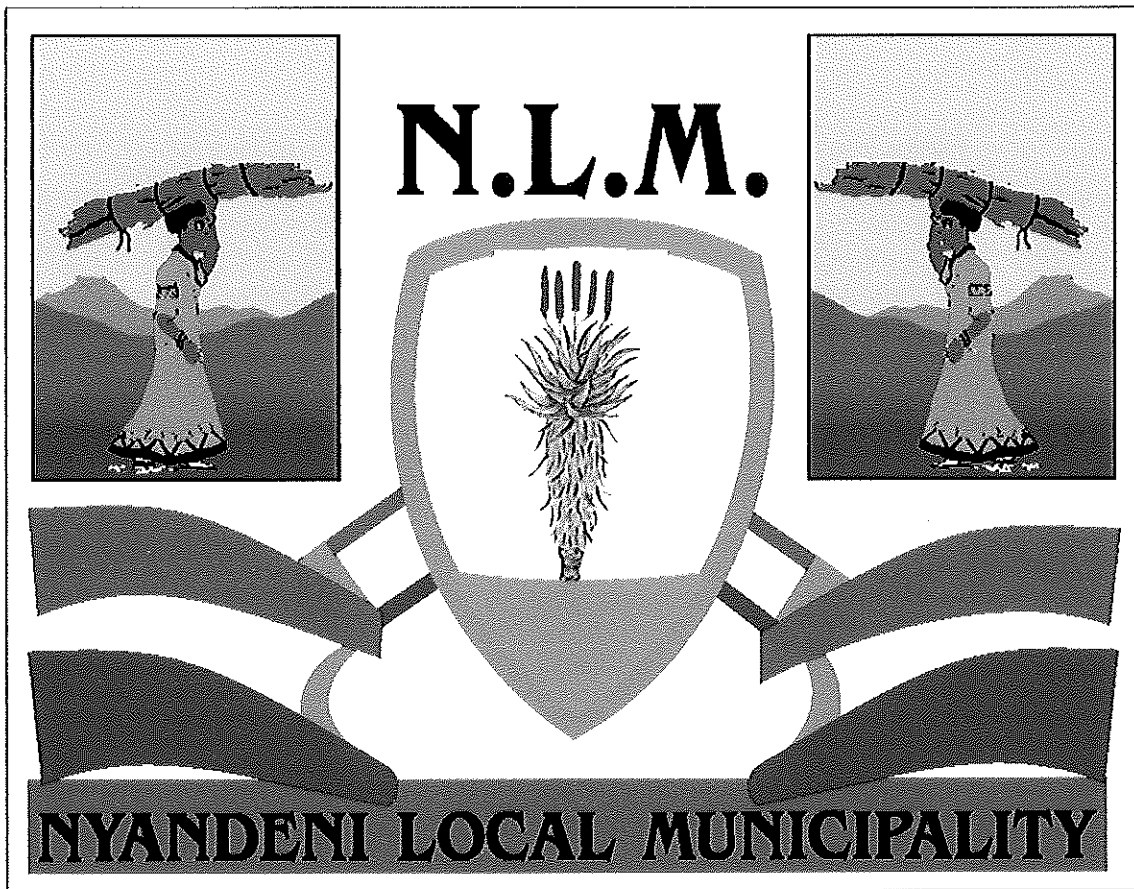


# RECRUITMENT, SELECTION AND EMPLOYMENT POLICY

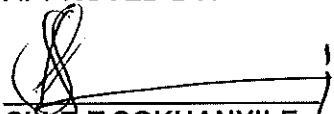


APPROVED BY:

  
MRS N NOMANDELA  
ACTING MUNICIPAL MANAGER

DATE: 29 July 2013

APPROVED BY:

  
CLLR T SOKHANYILE  
MAYOR

DATE: 29 July 2013

## **1. THE PURPOSE**

The main purpose of this policy is to provide clear guidelines and procedures for recruitment, selection and appointment of staff and to ensure the tight alignment of the recruitment and employment processes with Labour Relations, Employment Equity and Human Resources Development Policies.

## **2. POLICY FRAMEWORK**

The following legislation provides the underpinning framework for the practices spelled out in this policy:

- Constitution Act of 1996 of the Republic of SA
- Employment Equity Act
- Municipal Finance Management Act
- Municipal Structures Act
- Municipal Systems Act
- Labour Relations Act
- Basic Conditions of Employment Act
- Skills Development Framework

## **3. PRINCIPLES**

- 3.1 No person shall be disqualified from consideration for employment on the grounds of race, ethnicity, gender, language, religious conviction, disability and sexual preference except where the objectives of the job requirements necessitate so, subject to principles of sound labour relation, fairness, objectivity and transparency.
- 3.2 Selection and appointment of staff will be done on merit
- 3.3 Notwithstanding clause 3.2 above, special consideration of certain target groups e.g. Race, gender and disability must be done in accordance with the Councils Employment Equity Policy and Plan.
- 3.4 Any special consideration given to certain target group/s (as indicated in clause 3.1 above) will be applied in a transparent manner.
- 3.5 The municipality commits to creating an environment which is conducive to learning and creating opportunities for employees to acquire the necessary skills and experience which will enable them to take-up opportunities for promotion and further development within the municipality.

## **4. ADVERTISEMENTS**

- 4.1 All adverts shall clearly indicate the relevant job requirements, application procedures and time frames.
- 4.2 Salary scale and task grades should appear in the advert.
- 4.3 Current job descriptions should be used as the basis for advertisement and no job description or position may be adapted and/or redefined to meet the qualification of any particular individual.
- 4.4 Where applicable, the advert may indicate the council commitment to affirmative action

- 4.5 All vacant posts will be advertised internally and externally and internal applicants will be given first preference
- 4.6 Adverts should be advertised in any of the eleven (11) official languages through media and notice boards
- 4.7 Internal adverts will be done through use of internal Memorandum/Circular and notice boards
- 4.8 All senior and middle management posts will be advertised internally and externally
- 4.9 Posts at Task Grade 1-8 to be first advertised internally (within the jurisdiction of Nyandeni). If no suitable applications received, the post will be advertised externally Preference will be given to Nyandeni Local Municipality applicants that meet the basic requirements.
9. Appointments should be made within 3 months of advertisement otherwise posts should be re -advertised.
- 4.11. All vacant posts to be filled through advertisement unless the Municipal Manager approves the placement of an internal employee who is currently at the same Task Grade.

## **5. SUBMISSION AND PROCESSING OF APPLICATIONS**

- a. No application will be accepted unless it is in writing and no application will be accepted after the closing date.
- b. No application will be considered unless it is accompanied by the necessary documentation as indicated in the advertisement
- c. Employees of the local municipality who may not be able to submit written application should be assisted to do so by their supervisor and/or the Corporate Services Department
- d. Applications submitted by hand, posted or through email will be regarded as valid.
- e. Confirmation, by the municipality, of the receipt of the application must be done within three weeks after the closing date. This applies in respect of both emailed, hand delivered and posted applications
- f. Applications received must be checked and recorded before submission for short-listing by the relevant personnel/manager. A copy of the names of applicants may be submitted on request, to an employee organization that has members within the local municipality.
- g. All applicants must sign in the register during submission where possible. The municipality reserves the right to confirm the receipts of the application of the applicants within a reasonable period after the closing date

## **6. SHORTLISTING PANEL**

- Senior Manager Corporate Services must recommend the composition of the panel to the Municipal Manager for approval.
- A summary of the short-listed candidates should be developed, in accordance with the criteria applied and may be given, on request, to any employee organization that has members within the local municipality

- Depending on the levels of delegated authority, the shortlist may be submitted to Executive Committee
- In considering the shortlist, the executive committee may require the assistance of an outside person with expertise relevant to the post being applied for.

## **7. REFERENCE CHECKS**

- Information provided as a result of reference checks in respect of internal applicants must be disclosed to the applicant if so required
- Information received as a result of reference checks in respect of external applicant will remain the property of the Council
- Performance records of internal employees may be considered as part of reference check
- Depending on the level and requirements of the post, the candidate may be subjected to the following:
  - Security Clearance
  - Criminal Record Checks
  - Verification of Qualifications
  - Credit Profile

## **8. TESTING**

- Testing, where applicable shall be seen as one of the steps in the selection process and its purpose shall be to supplement information gained in other stages of the selection process, to determine the suitability of an applicant for a specific position, or for development.
- The tests shall be relevant for the job for which the applicant is being considered.
- Formal tests which are not always culture-free or culture-fair shall not necessarily be regarded more valuable and important than relevant and reliable job-related experience and performance

## **9. INTERVIEW PANEL**

- Panel for the selection of Municipal Manager and Managers directly reporting to him/her and the process thereof shall be determined by Council
- The interview panel shall consist of at least three panelists, secretariat and representative/s of employee organization. One of the panelists must be a representative of the CPS department.
- An expert from the relevant department may be invited to form part of the panel, when necessary.
- Representative/s of employee organizations/s will assume an observer status
- External person with the expertise relevant to the post may be invited to form part of the panel

- The panelist must agree, prior to interviews, on the approach and selection criteria to be used in assessing/rating the performance of the interviewee
- Selection criteria must be objective and related to the inherent requirements of the job and realistic future needs of the Council. Such criteria for selection shall be merit.
- The role of the interview panel is to assess the interviewee, select candidate most suitable for the job and make recommendations for approval by the council or relevant manager with the necessary delegated powers.
- One of the responsibilities of the interview panel is to create an environment which is conducive to fair interview session and is not patronizing to the interviewee
- In the case where a panelist has any relationship/connection with the interviewee, he/she must withdraw from the panel

#### **10. SELECTION**

- a) In the selection of employees, preference will be given to internal applicants and those who are within the jurisdiction of Nyandeni Local Municipality.
- b) While preserving adherence to reasonable job requirements, preference for selection will be given to applicants from disadvantaged groups in those job categories where disadvantaged people are not fairly represented.
- c) Qualifications that are unnecessarily high and/or unrelated to the job requirements shall not be used to justify selection of person
- d) Recognition for prior experience/ learning will be regarded as a critical component especially in cases where the applicant may not have the relevant educational background
- e) Unless formal qualifications are clearly justified as essential for the job, relevant experience/performance, training (internal/external) and potential for the prospective vacancy shall be important criteria.
- f) Where any job requirement, in terms of qualification or experience, would effectively restrict the opportunity for selection of any person from a disadvantaged group, such qualification or experience must be justified as job related and essential. The panel may consider the trainability of the candidate and the possibility of putting him/her on an accelerated development program.
- g) Whenever practicable, the selection criteria should be measurable and subjective judgement of an applicant's capability and potential should be kept to a minimum.
- h) At the end of the interview the interviewee should be given an opportunity to ask any questions related to the job that she/he has applied for.

#### **11. COMMUNICATION ON THE RESULTS OF THE SELECTION PROCESS**

- a. Unsuccessful shortlisted applicants should be notified in writing as soon as final appointment has been made.
- b. Unsuccessful applicant/s and employee organization/s may be provided, on request with a brief summary as to why other applicants were not successful

- c. The successful candidate will be informed of his/her appointment and may be given time frames to accept the offer, failing which the offer of appointment may be automatically withdrawn.
- d. Letter/offer of appointment should be accompanied by information on conditions of service.

**12. PROCESSING OF STAFF GRIEVANCE IN RESPECT OF THE RECRUITMENT AND SELECTION PROCESS**

- a. Staff grievances in respect of the recruitment and selection process should be lodged with the Corporate Services Department within a maximum period of a month
- b. Processing of staff grievance in respect of recruitment and selection process should be handled through the Municipal Grievance Policy and Procedure.