

RECRUITMENT AND SELECTION POLICY



APPROVED BY:


MR M NAKO
MUNICIPAL MANAGER
DATE: 23/06/2021

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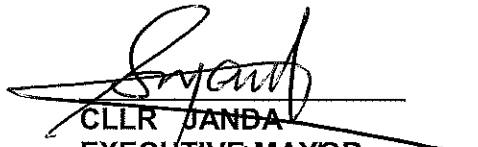

CLLR JANDA
EXECUTIVE MAYOR
DATE: 23/06/2021

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1. PURPOSE OF POLICY

- 1.1 The staffing policy and its implementation will be fundamentally aimed at matching the human resources to the strategic and operational needs of the Municipality and ensuring the full utilisation and continued development of these employees.
- 1.2 All aspects of the staffing, structuring, recruitment, selection, interviewing and appointment of employees will be non-discriminatory and will afford applicants equal opportunity to compete for vacant positions.
- 1.3 This policy must however be read in conjunction with the Municipality's Policy on Employment Equity and Employment Equity Plan.

2. OBJECTIVE OF POLICY

The Municipality recognises that its employment policies, practices and procedures must comply with the principle of the rule of law. The principle of the rule of law includes the principle of legality, which requires the Municipality, its political structures and political office-bearers as well as its employees, to comply at all times and without exception with the relevant legal provisions governing the situation concerned. This policy is further based on the principles set out below. Corporate Services Department in the Municipality must – (a) be characterised by a high standard of professional ethics;

(b) promote the efficient, economic and effective utilization of employees;

(c) be conducted in an accountable manner;

(d) be transparent;

(e) promote good human resource management and career development practices, to maximize human potential; and

(f) Ensure that the Municipality's administration is broadly representative of the South African people, with human resource management practices based on ability, objectivity and fairness.

3. SCOPE

To ensure a fair and equitable employment process, this policy shall apply to all permanent and fixed-term appointments made within the Municipality.

This policy will not apply to:

- appointments arising out of a procurement process;
- acting appointments;
- temporary relief staff;
- Replacement labour in the event of a strike

4. POLICY DEFINITION

induction" initiation: a formal entry into the organisation or position or office;

"nepotism" means favoritism on the basis of family relationship or friendship;

"candidate" means an applicant for a post;

"recruitment" means the activities undertaken in the human resource management in order to attract sufficient and competent job candidates who have the necessary potential, skills, experience and qualifications to fill job requirements to assist the Municipality in achieving its objectives;

“reference check” means the gathering of information about a candidate’s past history from people with whom such candidate has been associated;
 “selection” means the process of making decisions about the matching of candidates taking into account individual differences and the requirements of the job.

5. LEGISLATIVE FRAMEWORK

- 5.1 The Constitution Act 108 of 1996
- 5.2 Local Government Municipal System Act 2000
- 5.3 Promotion of Equality and Prevention of Unfair Discrimination Act
- 5.4 Labour Relations Act
- 5.5 Basic Conditions of Employment Act
- 5.6 Employment Equity Act (Act 55 of 1998)
- 5.7 Skills Development Act

6. POLICY PROCEDURE

7. GENERAL POLICY PROVISIONS

7.1 Selection Process

- 7.1.1 The purpose of selection is to identify the most suitable candidates from all the persons who applied and to eliminate unsuitable candidates in the fairest way possible.
- 7.1.2 The selection process for the position of Municipal Manager shall be determined by the Council
- 7.1.3 The selection process for the position of Senior Managers shall be determined by the Council.
- 7.1.4 The selection panel for the position of Managers and other posts shall be approved by Municipal Manager with the automatic inclusion of the Senior Manager of the affected department, Senior Manager: Corporate Services shall act as chairperson of the panels.
- 7.1.5 The selection panel shall be limited to a maximum of seven participants, including organized labour, allocated roles and responsibilities as reflected below;

Municipal Manager (subject to his delegation if any)	<ul style="list-style-type: none"> ▪ Approves the strategy and the implementation of the selection panel in respect of appointment on job levels relating to the municipal manager and section 56 employees. ▪ Approves the staff establishment and all appointments
Municipal Manager (subject to his delegation if any)	<ul style="list-style-type: none"> ▪ Responsible for all appointments other than section 56 posts.
Head of Department	<ul style="list-style-type: none"> ▪ Reviews the operational needs for advertising the positions and appoints in terms of authority and delegations by the Municipal Manager.
Selection Panel	<ul style="list-style-type: none"> ▪ Shortlists, conduct interviews and make recommendations on suitability of candidates to the Municipal Manager.
Human Resources	<ul style="list-style-type: none"> ▪ Custodian of recruitment, selection, placement and induction processes of the Mphashe Local Municipality and quality assurance.
Organized Labour Representatives	<ul style="list-style-type: none"> ▪ Ensure transparency and openness in the selection and interview process. This shall be accomplished through observation role.

7.2 Validation of inherent requirements

7.2.1 The inherent requirements of a job must reflect the needs of the Municipality and must be appropriate to achieve the service delivery interests of the Municipality.

7.2.2 Prior to the recruitment process commencing, the outputs, skills, knowledge and competencies and stated educational requirements as contained in the competency/ job profile or job description are to be scrutinized as to relevance and applicability.

7.3 Recruitment Advertisement

The validated inherent job requirements and key performance areas shall form the basis for the advertisement and all advertisements shall clearly state:

7.3.1 The name and location of the Municipality.

7.3.2 A statement that the Municipality subscribes to the principles of employment equity.

7.3.3 The designation of the position that is advertised.

- 7.3.4 The minimum requirements in terms of qualification, skills, expertise and other requirements for appointment.
- 7.3.5 A summary of the key performance areas/primary duties of the position.
- 7.3.6 A statement that the appointment will be permanent or for a fixed term, and the term (if applicable).
- 7.3.7 In the case of the Municipal Manager and Senior Managers, a statement that the continued employment of the successful candidate will be subject to the annual conclusion of a performance agreement with the Municipality.
- 7.3.8 The name and contact details of the person to whom enquiries may be directed.
- 7.3.9 A statement that canvassing will disqualify any candidate from being considered for appointment.
- 7.3.10 An indication of the remuneration offered.
- 7.3.11 The format and content of applications.
- 7.3.12 The address where, and person to whom, applications must be delivered.
- 7.3.13 The closing date for the submission of applications. The closing time for submission of applications shall be 15H30.
- 7.3.14 A statement that applications received after the closing date will not be accepted or considered.
- 7.3.15 A statement that if an applicant does not hear from the municipality within 30 days his/her application was unsuccessful.
- 7.3.16 All approved vacant positions from Task Grade 4 to 11 shall be advertised internally and regarded as promotional positions, if no suitable internal candidate found then external advert shall be sought. All approved vacant positions from Task Grade 12 and above shall be advertised both internally and externally at the same time, provided that external advertisements must at least be published in a newspaper of record as provided for in section 21(1) of the Systems Act. Recruitment sources shall be categorized as follows;

Internal Sources	External Sources
<ul style="list-style-type: none"> ▪ Municipal Notice boards for consideration municipal employees, EPWP participants and Interns. ▪ Database for consideration of internship programs participants 	<ul style="list-style-type: none"> ▪ Local / regional / National newspaper. ▪ Municipal Website ▪ Professional Bodies

- 7.4 Compiling of master lists
 - 7.4.1 After the closing date of an advertisement all the applications received for every specific position are to be captured on the master list compiled by the section: Human Resources.

- 7.4.2 The master list must contain, in table form, the following particulars in respect of each candidate
- 7.4.3 the applicant's surname followed by her/his initials and contact telephone number
- 7.4.4 the applicant's gender
- 7.4.5 the applicant's race
- 7.4.6 the applicant's qualifications
- 7.4.7 The applicant's employment history and experience relevant to the job description and job specification
- 7.4.8 if applicable, the nature of the applicant's disability The Department: Human Resources must submit the master list, together with the applications to the relevant selection panel.

7.5 Shortlisting

- 7.5.1 The selection panel must select from the master list, with due regard for the numerical goals set in the Municipality's employment equity plan not more than (10) applicants who in their opinion would be the most suitable candidates to be subjected to the selection process.
- 7.5.2 Short listing must be done in accordance with the following order of preference – • Internal applicants • Local applicants • Provincial applicants • National applicants

7.6 Adequate records of the entire selection process shall be maintained, including selection and short listing criteria; reasons for inclusion/exclusion of candidates; structured interview guide; copies of all other assessments utilized; comprehensive notes on assessment of each candidate; assessment ratings; reference checks. As in the recruitment process, these records shall to be maintained for the prescribed period.

The following recruitment timeframes shall serve as a guideline for turnaround;

ACTIVITY	RESPONSIBILITY	TIME
VACANCY <ul style="list-style-type: none"> ▪ Through resignation ▪ Dismissal ▪ Retirement ▪ Incapacity ▪ Other 	HoD to motivate filling of post to Municipal Manager	Within two (02) weeks of occurrence of vacancy or as soon as reasonably possible
ADVERTISEMENT <ul style="list-style-type: none"> ▪ Internal Task Grade 4 to 11 ▪ External Task Grade 12 and above Municipal Manager and Senior Managers	HoD Corporate Services	Advertisements are for: 7 working days 10 working days 14 working days

CAPTURING MASTERLIST	Corporate Services captures applications	Within a week from closing date applications in terms of the advertisement.
SHORTLISTING AND INTERVIEWS	Shortlisting and interviewing Panel	Within two weeks from closing date of the position
APPROVAL	Municipal Manager/Council	Within a week after recommendations by the selection panel
APPOINTMENT	Municipal Manager / Council	Immediately after approval by the delegated authority or council
		Average time frame from the date of advertisement to appointment is five (5) weeks.

7.6 The councilors shall play an oversight role through the standing committee and the council.

7.7 All successful candidates shall be appointed on a six months' probation period. Permanent appointment on completion of probation period shall be approved by the Municipal Manager.

7.8 The basic criteria for the appointment and or promotion of employees in the municipality shall be appropriate qualifications, requirements and appropriate performance as set forth in the policies of the council.

7.9 Relationship by family or marriage shall constitute neither an advantage nor a disadvantage.



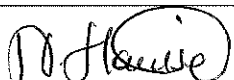
7.10 For purposes of this policy, relatives are defined as husbands and wives, parents, children, brothers, sisters and any in laws of any of the foregoing.

8. PROCEDURES FOR IMPLEMENTING POLICY

Procedure to be followed as indicated and mentioned in the policy content

9. POLICY GOVERNANCE

Recruitment and Selection Policy

Policy Title	Recruitment and Selection	
Policy Version		
<u>Role & Process</u>	<u>Responsible Individual Name and/or Date</u>	<u>Responsibility Accepted Signature</u>
Senior Manager Corporate Services	Ms N. Mahlathi - Nkuhlu	
Policy Custodian		
Policy Author		
LLF Consultation Date		
LLF Consultation Reference		
Council Approval Date	26/05/2021	
Council Approval Reference		
(UNIT) eg. Manager Human Resources	N. Hanise	
Policy Approved		
Policy Inception Date		
Review Start Date		
Review Completion Date		
Legislative References		
Policy Review "Triggers"		
Comments		