



cogta

Department:
Co operative Governance and Traditional Affairs
MPUMALANGA PROVINCIAL GOVERNMENT

RECRUITMENT POLICY



1. PURPOSE

The purpose of this policy is to augment, where necessary, the Public Service Regulations as amended in 2001, with regard to employment procedures and practices and to create an appropriate framework to recruit, appoint, and manage employees.

2. REGULATORY FRAMEWORK

2.1 National policies

- Constitution of the Republic of South Africa, 1996
- Public Service Regulations, 2001, as amended
- Public Service Act, 1994, (Proclamation 103 of 1994)

2.2 Other policies

- White Paper on Human Resource Management.

3. DEFINITIONS

“**Employee**” means a person employed in terms of the Public Service Act, 1994 as amended, irrespective of rank or position;

“**Employer**” means the Department;

“**Manager**” means anyone whose main duties involve responsibility for the work of others;

“**Open competition**” means advertising in national media as well as in the Public Service Vacancy Circular;

“**Targeted competition**” means advertising in designated regional newspapers in the Mpumalanga Province.

4. SCOPE OF THE POLICY

The policy shall apply to all employees and prospective employees of the department.

5. PREPARATION FOR FILLING A VACANT POST

5.1 Determining the need for filling a vacant post:

5.1.1 The post must be vacant, budgeted for and must be in the approved organogram of the Department.

5.1.2 The reason for filling the vacant post must be determined and this should relate to the strategic goals of the relevant Directorate and the output envisaged.

5.2 Time frame for filling of an identified vacant post:

5.2.1 The period from the advertisement of a vacant post up to the appointment of the successful candidate may not exceed 3 months, to allow for reference checks and verification of qualifications,

5.2.2 The maximum prescribed period for circulating of an advertisement is 2 weeks.

6. REQUEST FOR FILLING OF A VACANT POST

6.1 Once the funded vacant post has been identified, a written request for the filling of the vacant post must be submitted to the Directorate: Human Resource Management for recommendation who will direct it to the Head: Corporate Services for recommendation and to the Accounting Officer for Approval.

6.2 The request must:

5.2.1. Confirm that the post is vacant and funded;

7. RECRUITMENT (ADVERTISING)

7.1 General principles.

7.1.1 All vacancies in the Department must at least be advertised externally.

7.1.2 All vacant funded post should be filled within the period of three months

7.2 Advertisements

In drawing up advertisements, the following principles should be applied:

- The advertisement should contain an accurate description of the duties to be undertaken.
- The advertisement should clearly include the required educational qualifications, knowledge, skills and attitudes that are inherent to the job.
- The language and style of the advertisement should be clear and simple in order to attract candidates from all sections of the target group, with a view to achieving employment equity.
- The advertisement should make it clear that the Department is committed to employment equity, and that it encourages applications from designated groups.
- Where additional health or security clearances are justified by the inherent nature of the work, this should be clearly stated in the advertisement.
- The advertisement must have a provision indicating that an applicant who does not hear from the Department within three months of the closing date thereof, must consider his / her application unsuccessful.
- The advertisement of the post should state the person to be contacted for any queries regarding the advertised post.

7.3 Guidelines to prepare an advertisement

7.3.1 Job description

- (a) The responsible manager should compile/review a job description for the specific post to be advertised which describes the key responsibilities and tasks connected with the job and form the basis for establishing the selection criteria.

7.3.2 Establishing Selection criteria (key performance areas)

(a) The selection criteria are the knowledge, skill and abilities that are essential to achieve success in performing the tasks and responsibilities of the job.

7.3.3 Advertisement for a post

As soon as the advertisement has been completed, it must be attached to the request for the filling of a post referred to in paragraph 5.3, and be submitted to the Directorate: Human Resource Management which will direct it to the Head of Corporate Service for recommendation and to the HOD for approval.

7.4 Handling applications

7.4.1 All applications must be addressed to the Head of Department for attention Human Resource Management.

7.4.2 All hand delivered and posted applications must be recorded in the receipt register.

7.4.3 All applications should be profiled within three weeks after the closing date.

8. APPOINTMENT OF SHORTLISTING AND INTERVIEW PANEL

8.1 Chief Director posts

The HOD submit recommend panel members to the MEC for approval

8.2 Director posts,

The Chief Director responsible prepare and recommend panel members to the HOD. The approval of panel members is for the MEC.

8.3 Deputy Director and Assistant Director posts

- The Director responsible for the post prepare and recomend panel members to the Chief Director and submit to the HOD for approval in consultation with the MEC.

8.4 Level 1 to 8:

- The Deputy Director responsible for the unit is the one who prepare and recomend panel memebers to the Director and the Chief Director, approval is for the HOD.

8.5 HOD has the discracion to change proposed proposed panel members before submitting the recommendation to the MEC, subject to him/her providing reasons for the changes.

9. SELECTION AND INTERVIEW

9.1 Pre-screening

Applicants who do not meet requirements as per paragraph 6.3 will be eliminated and recorded seperately.

9.2 Short-Listing

(a) All applications received for an advertised post must be evaluated. Panel members must agree on selection method, i.e the key performance areas (KPA's / selection criteria) as well as the points allocated to them.

(b) Applications should be selected based on the selection method.

(c) Short-listed candidates must, as far as possible, be representative in terms of Employment Equity.

9.3 Eligibility for appointment

The following are grounds upon which a person may be eligible for appointment in the Department.

9.3.1 Age: Employment in the Department is open to anyone from the age of 18 and above.

9.3.2 Security clearance: Candidates for certain positions where sensitive information which needs to be protected in the interest of state security is dealt with, may be subjected to a security clearance.

9.3.3 Citizenship: Candidates must comply with the citizenship requirements in terms of the Section 10(a) of the Public Service Act, 1994, as amended, and circular 2/2/11 dated 22 May 1999 from the Department of Public Service and Administration.

9.4 Interview panels

- (a) Members of panels must be formally appointed, as outlined in paragraph (c) and each member must receive a copy of the letter of appointment as a member of an interview panel.
- (b) Interview panels must be representative of the community the Department in terms of gender. The panel shall consist of at least three members who are employees of a grading higher than the grading of the post to be filled, or suitable persons from other Department, or both employee(s) and persons from other Department.
- (c) The following guidelines for the composition of the panel provide for a minimum level of representation:
 - (i) Chairperson;
 - (ii) A representative from the Component where the vacancy exists;
 - (iii) An official, with relevant expertise to that of the post within the department or an employee from another department.
 - (iv) A representative from the Directorate: Corporate Services, Sub Directorate: Human Resources (advisor).
 - (v) Union representative for observation purposes.
- (d) As a general guideline, the Chairperson of the interview panel must preferably be a manager of the Component where the vacancy exists.
- (e) The secretariate of the panel is not regarded as a member of the panel and an employee on equal or lower rank than the post to be filled may provide this service.
- (f) The panel will recommend that a candidate is suitable for the position after considering, *inter alia*, the following prescribed measures:
 - i. Information based on valid methods, criteria or instruments for selection that are free from any bias or discrimination;

- ii. Training, skills, competence and knowledge necessary to meet the inherent requirement of the post;
- iii. Needs of the Department for the development of human resources;
- iv. The representation of the component where the post is located;
- v. The Department's Employment Equity plan.

9.5 Interviews

- (a) The secretariat must give each member of the selection panel copies of the following documents on the day of the interview;
 - Job description and selection criteria;
 - Advertisement;
 - List of short-listed candidates;
 - Application forms and CV's of short-listed candidates;
 - Interview programme.
- (b) It is recommended that whenever appropriate/possible, an interview must be structured, which means that each applicant must be asked the same questions so that data can be obtained about the different skills and abilities of the applicants. The interview questions must be developed on the day of the interview.
- (c) Candidates must be rated during the interview according to the selection criteria.

Once all the candidates have been interviewed, the total scores of the members are calculated and the candidates ranked according to their scores.
- (d) The Chairperson facilitates the discussion during which members motivate their evaluation of each candidate, and the Secretariat minutes the discussion. Consensus must be reached by the panel on the successful candidate, the first runner-up, second runner-up and the unsuccessful candidates.
- (e) Elementary posts maybe subject to skills test e.g secretarial posts

9.6 Competency assesment (SMS and MMS Posts)

- (a) The three highest scoring candidates must be subjected to a competency assessment;
- (b) The interview, CVs and competency assessment results will be considered for appointment purposes.

9.7 Final appointment.

- (a) Candidates who have received the highest score, taking into consideration equity issues shall be recommended for appointment.

10 APPOINTMENTS

9.1 Probation

- 9.1.1 All new employees shall be appointed on probation for a period not exceeding twelve months unless extended by the manager/supervisor on the grounds of competency/performance.
- 9.1.2 The probation period can only be extended for a period of six months and failure on the part of the employee to meet the required standards shall lead to the Department terminating the appointment on probation due to incapacity.
- 9.1.3 Managers/supervisors shall ensure that a clear and unambiguous performance contract spelling out in terms of expectations and targets to be met by the employee is entered into within the first month of the employee assuming duty.
- 9.1.4 Human Resource Directorate shall be available to help in drafting this performance agreements
- 9.1.5 The leave days taken will extend the probation's confirmation date.

9.2 Transfers

- 9.2.1 Employees who apply for transfers shall submit proof of acceptance from their supervisors which he/she wants to relocate to. The supervisor shall take into consideration service delivery implications before accepting or rejecting the applications made.

- 9.2.2 The supervisor shall forward the application to the Head: Human Resources Management together with his/her input regarding the application.
- 9.2.3 Employees who want to transfer to other departments must apply through their Human Resource Component.
- 9.2.4 The Human resource component shall obtain the approval of the Head of Department by way of submission.

9.3 Secondments

- 9.3.1 Employee may be seconded to other government departments, bodies or institutions in line with the provisions of section 15 of the Public Service Act, 1994 as amended, provided that the employee agrees to the applicable to such arrangements.
- 9.3.2 Once the secondment is agreed to, a written contractual agreement between this Department and the receiving Department will be drawn up.
- 9.3.3 Employee so seconded shall continue to be entitled to all applicable benefits provided for in their contract of employment and will remain subject to all obligations provided for in the Public Service Act, Public Service Regulations and all other related prescripts.
- 9.3.4 To rescue situations within public entities established by the Department, the executing authority may second any member of staff to the entity concerned for a non-extendable period not exceeding six months, provided that the aspect rescued in an entity is reasonable within the competence / scope of the employee in the department.

9.4 Re-employment of former employees

- 9.4.1 Former employees who resigned or retired early or prematurely, may be re-employed if they are successful in obtaining a post through competition, except employees whose service were terminated subject to restrictions on their further employment in the Public service (Former employees who took a voluntary severance package)

- 9.4.2 Previous service will be taken into account in selection only in as far it demonstrates the employee's suitability to undertake the duties of the post for which he /she is applying.
- 9.4.3 Since former employees are no longer employees, they may not compete for posts, which are reserved for serving employees, even if they are currently working within the Public service as external contractors.
- 9.4.4 In terms of the public service regulations, 1999, Part VII/B3.1, the executing authority may not reappoint a former employee if:
- (a) The former employee left the public service earlier on condition that she or he would not accept or seek reappointment;
 - (b) The original grounds for termination of service militate against reappointment;
 - (c) The former employee left the public service due to ill health and cannot provide recent and conclusive evidence of recovery.

9.5 Acting in higher positions.

- (a) Employees may be appointed to act in positions if such positions become vacant,
- (b) Any employee that is appointed in an acting position should be appointed in accordance with the provision contained in section 32 of the Public Service Act, 1994 as amended and PSR(Public Service Regulation) 2001 Chap I/VII/B.5.
- (c) Such appointments shall be in writing, specifying the nature of the employee's responsibilities and the term thereof. A copy of the letter shall be placed on the employee's personal file.
- (d) Employees who are appointed in writing to act in a higher position, shall be paid an acting allowance provided that:
 - i. the higher post in which he/she is acting is funded and vacant; and
 - ii. the period of appointment is uninterrupted and longer than six weeks;

(e) Managers responsible for such employee should provide guidance and leadership with a view to developing such employees but should refrain from comments and actions that will lead to legitimate expectations on the part of the employees appointment to act in higher positions.

THUS DONE AND SIGNED AT NELSPRUIT BY THE ACCOUNTING OFFICER AND APPROVED BY THE EXECUTING AUTHORITY.