



RECRUITMENT AND SELECTION

POLICY

OF

ENDUMENI MUNICIPALITY

INDEX

NO.	DESCRIPTION	PAGE NO
1	PREAMBLE	1
2	APPLICATION OF THE POLICY	1
3	THE NEED FOR A POLICY	1
4	DEFINITIONS	1-2-3
5	RECRUITMENT PROCESS	3
5.1	GENERAL PRINCIPLES	3
5.2	AUTHORISATION FOR FILLING A VACANT POST	3-4
5.3	ADVERTISING OF VACANT POSTS	4-5
5.4	APPLICATION PROCEDURE	5
6	SHORTLISTING	5-6
7	THE SELECTION AND INTERVIEW PROCESS	6
7.1	INTERVIEW FORMAT	6
7.2	EQUITY CONSIDERATIONS IN THE SELECTION PROCESS	6-7
8	SCORING AND VOTING PROCEDURE	7
9	FEEDBACK TO CANDIDATES	8
10	THE APPOINTMENT PROCESS	8
11	DISPUTE RESOLUTION AND AMENDMENTS	9-10

1. PREAMBLE

Endumeni Municipality is an equal opportunity, affirmative action employer and pays significant attention to the recruitment and selection of staff in order to ensure fair treatment of all applicants and to secure the appointment of persons who will be able to contribute towards the long term success of the Council.

2. APPLICATION OF THE POLICY

2.1 This policy is applicable and binding to both the Municipality and all candidates and shall become operative on the date on which it is approved by Council.

2.2 The need to meet the requirements of the Employment Equity Act No.55/1998 and to ensure consistency between this policy and Councils Employment Equity Policy.

2.3 To ensure that recruitment occurs in a standardized, unbiased and effective manner and that candidates are selected objectively and on merit.

2.4 This policy excludes section 56 and section 57 employees, who are covered by the Municipal Systems Act (Act No 32 of 2000).

3. THE NEED FOR A POLICY

The need for a policy stems from the inherent requirement that all applicants and candidates are treated equally, fairly and without bias. It further ensures effective and efficient administration of the recruitment and selection process.

4. DEFINITIONS

In this policy, unless the context otherwise indicates: - “Relevant Legislation” means:

- The Labour Relations Act, 1995 (Act No. 66 of 1995)
- The Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997)
- The Employment Equity Act, 1998 (Act No.55 of 1998)
- The Skills Development Act, 1998 (Act No. 97 of 1998)
- The Municipal Systems Act, 2000 (Act No. 32 of 2000) **and**
- Councils conditions of employment as determined by the South African Local Government Bargaining Council (SALGBC)
- Affirmative Action Policy and any other relevant policies as approved by Council.

- 4.1 Candidate:** means an applicant for a vacant post
- 4.2 Canvassing:** means campaigning and soliciting support for appointment.
- 4.3 Contract Employees:** means employees who are employed for a specified period of time excluding section 56 and 57 employees as per the Systems Act.
- 4.4 Council:** as defined in Section 157(1) of the Constitution of the Republic of South Africa.
- 4.5 Employee:** means any person who is permanently employed by the Council.
- 4.6 Internal Applicants:** means permanent, temporary and contractual applicants that are currently working for the Endumeni Municipality.
- 4.7 Municipality:** means the Endumeni Municipality
- 4.8 Panel:** means a committee consisting of the Municipal Manager and / or Head of Department or Supervisor, an official from the Human Resources Department and representatives of IMATU and SAMWU with the sole purpose of short listing, interviewing and appointing candidates in posts except for levels 17 and above of the TASK evaluation system in which case the Council will decide.
- 4.9 Reference Check:** means the gathering of information about a candidate's past history from people with whom such candidate has been associated.
- 4.10 Suitably Qualified Person:** means any one of, or any combination of that Person/s:
- **A:** Formal Qualifications
 - **B:** Prior Learning
 - **C:** Relevant Experience
 - **D:** Capacity to acquire, within a reasonable time, the ability to do the job.
- 4.11 Temporary Employee:** means employees who work for a specified period but no more than 45 hours a month and as per policy / agreement determined by Council on Temporary Employees.

4.12 Trade Union: means organized labour as represented in the Endumeni by IMATU (Independent Municipal and Allied Trade Union) and SAMWU (South African Municipal Workers Union).

4.13 Vacant Position: means a position that is on the approved Organizational Structure of Endumeni Municipality, which is vacant or has become vacant as a result of resignation, death, dismissal, demotion, promotion or medical boarding.

5. RECRUITMENT PROCESS

5.1 GENERAL PRINCIPLES

5.1.1 Every post must have an approved job description which outlines the key functions and requirements of that particular job and indicating the position of the post in the approved Organograms of the Endumeni Municipality.

5.1.2 The Job Description must contain the identified qualifications and competencies, abilities, proficiencies, recommended educational requirements, relevant experience required as well as other basic abilities and skills required in order to perform the job.

5.1.3 The recruitment of candidates shall be undertaken by the panel and recruitments shall be done only in the event of vacant position(s) existing on the Municipality's approved Organizational Structure.

5.1.4 The Human Resource Department must ensure that the correct recruitment and selection procedure is followed.

5.1.5 Any candidate who canvasses to be recruited by the Municipality shall be disqualified (this will be stated in the advertisement).

5.1.6 When necessary vacancies shall first be advertised internally on all notice boards to ensure that existing employees are informed of all vacant positions. Heads of Departments and supervisory personnel shall take necessary steps to ensure that advertisements are timeously placed on all notice boards.

5.2 AUTHORISATION FOR FILLING A VACANT POST

5.2.1 Upon the creation of a new position, the Head of Department will submit a report to the Local Labour Forum Committee motivating the need of such post, subject to the availability of funds.

5.2.2 On approval from the Local labour Forum the Head of Department together with the Human Resource Department shall verify the following:

5.1.2.1 Specifications

5.1.2.2 Funding for the post

5.1.2.3 Applicable terms of employment & conditions of service.

5.3 ADVERTISING OF VACANT POSTS

5.3.1 The Human Resource Department will place the advertisement for the vacant post once it has been determined whether the post should be advertised internally or externally.

5.3.2 Advertisements for the vacant position shall clearly specify:

- The job requirements
- The qualifications and experience required to perform the job in terms of the job description for the specific post
- Salary and benefits of Council
- Closing date
- The strict prohibition of canvassing

5.3.3 Advertisements shall inform all applicants that:

- Endumeni Municipality is an affirmative action and equal opportunity employer and adheres to the requirements as contained in the Employment Equity Act.
- If no response has been received after 3 weeks after closing date, applicants must regard their application as unsuccessful.
- No applications that are received late and/or after the closing date will be accepted.

5.3.4 Publications for advertising vacant posts will be as follows:

TASK GRADE	ADVERTISING PUBLICATIONS
1 to 4	Internal advertisement placed on Councils notice boards.
5 to 12	Internal and external advertisements in the Local Newspaper or provincially and on Councils Official website. (www.endumeni.gov.za)
13 to 16	Theses posts will be advertised locally and provincially and if no suitable candidate is found then it will be advertised nationally. Theses posts will also be advertised via Councils Official website
17 and above	The Publications for the Advertising for theses posts will be decided upon by the Executive Committee of the Endumeni Municipality and will also be advertised on Councils Official website.

5.3.5 Internal advertising of vacant posts will occur by advertisements or circulars being placed on all Councils notice boards.

5.4 APPLICATION PROCEDURE

5.4.1 All enquiries about any advertised post shall be directed to the Human Resource Department unless otherwise stipulated in the advert. Preferably all enquiries should wherever possible be directed to the supervisor of the Department where the post is being advertised.

5.4.2 All employment applications must be submitted on the Official application form together with: Curriculum Vitae and **Certified** copies of all Testimonials, Qualifications, Certificates, ID copies and Drivers License.

5.4.3 The format of the Official Application Form should be simple and based on job related information.

5.4.4 All applications shall be received by the Registry Department.

5.4.5 All received applications shall be stamped with a date stamp and captured in the master list of applicants by the Registry Department.

6. SHORTLISTING

Short- listing is the process during which all applications received in time for a specific advertised position are evaluated against the actual minimum job requirements of the position as reflected in the required formal Qualifications and/or experience.

6.1 A panel consisting of representatives from the Human Resource Department, the Unions (IMATU and SAMWU) and the Supervisor and/or Head of Department concerned draws up a short-list.

6.2 Internal applicants should be given preference, should they meet the prescribed requirements, policies and legislations.

6.3 Short-Lists must be kept as short as possible (maximum of 5 candidates per post as far as possible).

6.4 Once the short-list has been drawn up all parties must sign the short-list and no other candidate will be included without the consent of all the parties. The panel must then determine when interviews for the vacant position will take place.

6.5 An official from the Human Resources Department must type the shortlist and contact all short-listed applicants and arrange for the interviews.

6.6 The questions for the interview must be determined before the start of the interview on the day of the interview.

7. THE SELECTION AND INTERVIEW PROCESS

7.1 FORMAT FOR THE INTERVIEW

The structure for the interview should be decided in advance. The chairperson, (preferably the Head of Department and/or Supervisor), of the interview panel will agree and record a format for the interview. This format should include:

- A welcome by the chairperson
- An introduction to the panel members
- A brief explanation of the interview format
- A questioning session with reference to the person specification for the post
- A section where candidates are offered the opportunity to ask any questions

7.2 EQUITY CONSIDERATIONS IN THE SELECTION PROCESS

Within the selection process, to ensure fairness and accountability, and to meet the requirements of the Council's Employment Equity Policy, the following must take place:

7.2.1 A structured interview with open questions related to the job will be conducted.

Questions will vary from general career information to determine certain personality dimensions and general knowledge and experience related to the job.

7.2.2 To ensure consistency all applicants must be asked the same core questions in an interview.

7.2.3 All applicants must be assessed using the same techniques (e.g. if applicants are to give a presentation, all applicants must do so)

7.2.4 Careful consideration must be given to the use of any questions that may be perceived to be unfair or discriminatory by candidates.

7.2.5 The interview will be preferably conducted in the English language and should the candidate not clearly understand the language, an interpreter can be used.

7.2.6 Interview questions will be evaluated on a 5 point rating scale of which 1 is the lowest and 5 the highest score. Score rating form will be provided by the HR department (See attached Score sheet) For consistency, this score sheet will be used when conducting all interviews

7.2.7 Every member of the panel should at all times be present during the interview. Questions of a discriminatory character will be avoided.

7.2.8 All members of the interview panel shall keep all information obtained during the interview and selection process confidential and a confidentiality form must be signed.

7.2.9 Due to there being no fixed qualification requirement for General Workers such candidates be appointed on the basis of performance and reliability, while currently being employed in a temporary basis in the Municipality's service.

8. SCORING AND VOTING PROCEDURE

8.1 Scoring will be based on the competency of the candidate in answering the questions.

8.2 The interviewee with the highest score may not necessarily be appointed, due to other factors such as working experience, language abilities, interpersonal relationships and leadership style.

8.3 Affirmative action and employment equity will be taken into account.

8.4 The interview discussion will take place immediately after the interview.

8.5 Individual scoring, notes and other relevant information from each member of the panel, will be discussed to enable the panel to reach consensus.

8.6 A recommendation for appointment shall be supported by a simple majority of the members of the panel present.

8.7 An interview selection form will be completed and signed by all relevant persons agreeing on the choice of candidate.

8.8 Union representatives attend the interviews solely as observers and are not entitled to score.

9. FEEDBACK TO CANDIDATES

- 9.1** All shortlisted candidates are to be advised of the outcome of their applications as soon as possible after the interviews.
- 9.2** The Supervisor and/or HOD must inform the successful applicant of their appointment via telephone.
- 9.3** All other short-listed application forms must be returned to the HR Officer, for letters to be sent to the unsuccessful applicants advising them of their unsuccessful application.

10. THE APPOINTMENT PROCESS

- 10.1** The completed application for vacancy form of the successful applicant must be given to the Human Resources Department together with the Interview selection form duly signed by the Interview panel.
- 10.2** The HR department will in turn complete all the necessary documentation [e.g. appointment letter] etc and forward same to the appointed applicant and the salaries department for processing.
- 10.3** The supervisor must ensure that on the day that the new employee commences work he/she must be brought to the HR Department where the HR Officer will explain leave rules, pension, etc to the employee.
- 10.4** Since the new employee is on a six [6] months probationary period, the HR Officer will inform the HOD in writing when the time period has expired. The HOD will in turn call upon the supervisor of the employee to discuss the employees' permanent appointment.
- 10.5** An aggrieved applicant has the right to object within 7 days of the interview.

11. DISPUTE RESOLUTION AND AMENDMENT

- 11.1** In the event of any dispute as to the application of this policy the dispute shall be determined in accordance with applicable labour legislation and specifically the Labour Relations Act, 1995 (Act 66 of 1995) and the Councils conditions of employment.

11.2 Any amendments to this policy will be negotiated by the parties and referred to the Local Labour Forum Committee of the Endumeni Municipality were a consensus is to be reached.