

RECRUITMENT POLICY FOR THE SIYANCUMA MUNICIPALITY

1. PURPOSE OF POLICY

- 1.1 To apply consistent, transparent, procedurally and substantively fair recruitment and selection procedures;
- 1.2 To give effect to fair recruitment and selection processes;
- 1.3 To ensure that the recruitment process complies with the relevant legislations.
- 1.4 To provide an effective system to be used by line management and Human Resources Department in filling vacant positions.
- 1.5 To provide guidelines for the systematic process through which line managers can request the approval and filling of vacancies;
- 1.6 To ensure that all candidates are selected objectively and on merit;
- 1.7 To attract and retain the interests of suitable candidates and to project a positive image of the municipality to outsiders.

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 date on which Council approves it.
- 2.2 This policy shall not be applicable to positions specifically created for the purposes of pursuing a particular project undertaken by the municipality.

3. DEFINITIONS

In this policy, unless the context state otherwise:

- 3.1 **“Candidate”** means an applicant for post.

- 3.2 “**Council**” means the plenary Committee of the Siyancuma Municipality, and/or standing committee thereof dealing with human resources related matters, and/or other person with delegated authority.
- 3.3 “**Municipality**” means the Siyancuma Municipality.
- 3.4 “**Recruitment**” means activities undertaken in the Human Resources Management in order to attract sufficient job candidates who have the necessary potential, compliances and traits to fill job needs and to assists the municipality in achieving its objectives.
- 3.5 “**Reference check**” means the gathering of the information about candidates past history from people with whom such candidate has been associated.
- 3.6 “**Selection**” means the process of making decisions about the matching of candidates taking into account individual differences and the requirements of the job.

4. RECRUITMENT PROCESS

4.1 *General recruitment principles*

- 4.1.1 Council shall undertake the recruitment of candidates and recruitments shall be done only in the event of vacant posts existing in the municipalities approved post structure (organogram).
- 4.1.2 A candidate who canvasses support with the view to be recruited in the service of the Municipality shall be disqualified for such recruitment.
- 4.1.3 The Municipality encourages the policy of open recruitment of individuals to positions on the basis of qualification and suitability and with due regard to the provisions of the applicable legislation.
- 4.1.4 The Municipality is determined to fill vacant positions with the best-qualified and best-suited candidates.
- 4.1.5 Vacancies that arise as a direct introduction of a special project to be undertaken by the municipality shall be filled in consultation with the

Unions in a manner determined by Council and the recruitment for such vacancies shall not be subjected to this policy.

4.1.6 Council shall have the prerogative to decide on the nature of the recruitment source and method, which must be utilized filling of the position.

4.2 *Requisition and authorization for filling of a vacant post*

4.2.1 The Head of Department shall, inter alia, evaluate the continued need of the vacant post.

4.2.2 The Head of Department shall also apply his/her mind to whether the vacant post cannot be merged with another post or be abolished.

4.2.3 Upon establishing facts about the need for filling of a vacant post as is, the Head of Department shall solicit authorization of filling for a vacant post from the Municipal Manager or designee **with the concurrence of the Mayor.**

4.2.4 An approval for the filling of a vacant post shall be forwarded to the Human Resources Department for actioning.

4.2.5 Prior to proceeding with the filling of a vacant post, the Human resources Department shall verify the following about the vacant post:

- 4.2.5.1 Post establishment
- 4.2.5.2 Funding for the post
- 4.2.5.3 Nature of the post
- 4.2.5.4 Applicable terms of employment
- 4.2.5.5 Nature of pay

5. RECRUITMENT ADMINISTRATION

5.1 *The Human Resources Department shall be responsible for the administering the **recruitment process** in that it shall, amongst other things:*

Provide assistance in defining job specifications for vacant positions.

Process departmental recommendations for the filling of a vacant position.

Prepare all advertisements for the position to be filled.

Convene the selection committee meetings.

Prepare report to council on recruitment matters.

Post levels 0-3 shall be advertised both internally and externally at the same time for not less than 10 working days.

Post levels 4-17 shall be advertised internally first for not less than 7 working days.

If there is only one applicant or candidate for the internally advertised post, the post should be advertised externally for not less than 7 working days.

Post levels 0-1 shall be advertised on both local and national media simultaneously.

If there is no suitably qualified candidate found after a vacant post has been advertised externally, the post shall be re-advertised for not less than 12 working days.

Post levels 2-17 should be advertised on the local media first.

Post level 2-4 shall be advertised on both the local and national media when the post is advertised for the second time.

Advertisement of post levels 5-17 shall be confined to the local media.

Notice boards of various work situations shall be used for the placement of internal job advertisements.

5.2 *Procedure for applying for an advertised vacant post*

- 5.2.1 Enquiries about any advertised post must be directed to the Human Resources Department unless otherwise stated in the advertisement.

- 5.2.2 Only applications on the official application forms issued by council will be considered.
- 5.2.3 All the applications shall be received by the Human Resources Department.
- 5.2.4 Only certified copies of documents will be accepted e.g.; Identity documents, Drivers license and certificates will be accepted from applicants.
- 5.2.5 The Municipality shall not be held liable for the custody of application documents submitted by an applicant except as official Municipal records.
- 5.2.6 The short-listing committee shall use the master list of applicants as a baseline for screening and selection of the suitable candidate by the short-listing committee.

5.3 *Short listing and interviewing of candidates*

- 5.3.1 A short-listing committee shall make short-listing of candidates.
- 5.3.2 The short-listing and interviewing committees shall be established on an adhoc basis.
- 5.3.3 The short-listing and interviewing committees for post levels 5-17 shall be:
- 1 x line department representative
 - 1 x portfolio Councilor
 - 1 x representative per Union (only as observer)
 - 1 x Human Resources Department representative
- 5.3.4 The Municipal Manager shall set up short-listing committee for post level 1-4.
- 5.3.5 The Full Council shall set up the short-listing Committee for the post of the Municipal Manager.**

- 5.3.6 The Human Resources Department shall present the master list of applicants and the copy of the advertisement to the short-listing committee.
- 5.3.7 The short-listing committee shall select not less than three or more than six applicants for short listing per post.
- 5.3.8 Notwithstanding clause (5.3.6) when there is only one applicant meeting the requirements of the post, such applicant shall be short listed and interviewed provided that the post has been advertised at least once externally.

6. RECRUITMENT SOURCES

The Municipality may utilize the following sources for its recruitment drive:

6.1 *Internal sources*

- 6.1.1 **Skills inventories:** If the employee shortage is for higher-level employees, a skill inventory system may be used to search for the appropriate candidates. A skill inventory is simply a record system-listing employees with specific skills.
- 6.1.2 **Job posting (Advertisement):** Vacancies within the Municipalities are placed on notice boards or information bulletins. Details of the job are provided and employees can apply.
- 6.1.3 **Inside moonlighting:** In the case of a short term need for a small job which does not involve a great deal of additional work, the municipality could offer to pay incentives of various types e.g. Acting allowance for people who are not on the payroll.

6.2 *External sources*

- 6.2.1 **Employment agencies:** The municipality instructs the agency to recruit suitable candidates. The agency advertises or uses its placement database – the database of persons who have provided curriculum vitae to the agency which then seeks employment for

them. The municipality may elect to do its own selection and unions shall be involved in the selection process.

- 6.2.2 **Referral:** This is a word of mouth technique in which present employees refer candidates from outside the Municipality. This is an inexpensive technique that is effective in finding candidates with specific skills quickly.
- 6.2.3 **Professional bodies:** Accounting, engineering and scientific institutes look after the interests of their members by allowing vacancy advertisements in their publications. Opportunities for networking are also afforded through conventions.
- 6.2.4 **Head hunting:** Top professional people are hunted through specialized agencies. The persons are approached personally with an offer to fill a vacancy. Alternatively, an advertisement is written with specific persons CV in mind.
- 6.2.5 **Educational institutions:** Schools, colleges, technicons and universities provide grass roots level opportunities for the municipality to pick the best of the crop. This is especially important in areas of skills shortages and professional appointments.

7. ADVERTISEMENT

- 7.1 Where Council has determined that the recruitment source to be utilized in the filling of vacancy shall be by way of internal advertisement the Human Resources Department shall proceed to place such advertisement on all notice boards at the various workplaces of the municipality.

8. EMPLOYMENT TESTS AND CHECKS

- 8.1 In the process of selecting a suitable candidate for a vacancy the Selection Committee may require the selected candidate(s) to undergo one and/or more of the following employment tests:

- 8.1.1 Intelligence Test

- 8.1.2 Aptitude test

- 8.1.3 Personality test
- 8.1.4 Interest test
- 8.1.5 Psychological test
- 8.1.6 Medical test

8.2 No candidate shall be required to undergo any of the employment test mentioned in clause 8.1, above, unless the selection committee can demonstrate that such test is permitted or required by legislation and/or that such test is justifiable in the light of medical facts, employment conditions, social policy, the fair distribution of employee benefits or the inherent requirements of the job.

9. DISPUTE RESOLUTION

9.1 The dispute resolution machinery provided for in the applicable Labour Relations Legislation shall deal with any dispute relating to both the interpretation of the provisions of this policy as well as the Municipality decision on any specific recruitment matter.

10. EMPLOYMENT OF FAMILY MEMBERS OF EMPLOYEES

10.1 Objectives

10.1.1 To establish a consistent set of guidelines by which recruitment decision can be made in terms of employment of immediate family members of employees.

10.1.2 To ensure that immediate family members are not employed where the decision made in performing their duties can impact on the performance of material well being of the other family members.

10.1.3 To ensure that no nepotism and/or favoritism are practiced in selection decision.

10.2 Principles

10.2.1 With reference to 10.1.2 above, employment of immediate family members

10.2.2 Only the Recruitment and Selection Committee can recommend the appointment of family members of employees in positions where they can be directly influenced by the decision of another family member.

10.2.3 Any Municipal functionary shall excuse himself/herself from a recruitment exercise where his/her family member is involved.

10.3 Procedure

10.3.1 The Human Resources Department must ensure that the correct recruitment and selection procedure is followed.

10.3.2 In the situation where a family member applies for a vacant position, The Human Resources Practitioner must point out the content of this policy to the parties involved.

10.3.3 In exceptional situations, for example where there is no other suitable candidate available to fill the vacancy, the matter should be referred in writing to Selection Committee with the motivation.

10.3.4 The Recruitment and Selection Committee must recommend the appointment of family members.

10.3.5 The Human Resources Department must be informed of all engagements of immediate family members indicating relationships, position appointed to, names and the position of already employed family members.

10.3.6 Line managers should be aware of family relationship when transferring employees and should bear the requirements of this policy in mind.

11. WAVING OF THE POLICY AND IMPLIMENTATION PROVISIONS

- 11.1 This policy may be partly waived in consultation with the labour representatives i.e. Trade Unions.
- 11.2. This policy shall take precedence over any decision or agreement reached prior to its existence.
- 11.3. Notwithstanding clause 11.1, it shall be superceded by a collective agreement or a Council resolution taken after its promulgation.

APPROVED BY:

Mayor

DATE APPROVED :

04 NOVEMBER 2010

COUNCIL RESOLUTION :