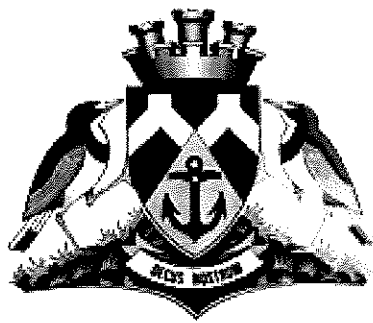


OVERBERG

DISTRIKSMUNISIPALITEIT
DISTRICT MUNICIPALITY
UMASIPALA WESITHILI



RECRUITMENT AND SELECTION POLICY

Council Resolution No:	A 105
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TABLE OF CONTENT

	<u>Page</u>
1. Policy Objectives	3
2. Definitions	3
3. Purpose of the Policy	3
4. Staff Establishment	3
5. Recruitment	3
6. Selection	5
7. Appointments	8
8. Reimbursement of Interview Related Costs	9
9. Relocation of Appointed employees.....	10
10. Induction	10
11. Record Keeping	11
12. Dispute Resolution	11
13. Exemptions	11
14. Effective Date	11
15. Roles	12
16. Other Policies/Legislation	12
17. Annexure A	13
18. Annexure B	13

1. POLICY OBJECTIVE

To match the human resources to the strategic and operational needs of the Municipality and ensuring the full utilisation and continued development of these employees.

2. DEFINITIONS

- “induction”*** initiation: a formal entry into the organisation or position or office;
- “nepotism”*** means favouritism 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; and
- “selection”*** means the process of making decisions about the matching of candidates taking into account individual differences and the requirements of the job.

3. PURPOSE OF THE POLICY

To ensure a fair and equitable employment process. This policy shall apply to all funded positions on the organisational structure of the Municipality.

4. STAFF ESTABLISHMENT

The Department: Human Resources will maintain a record of all approved positions, with job descriptions, and shall monitor all appointments against positions according to the approved organisational structure (staff establishment). Appointments may only be made in positions that are budgeted for on the organisational structure.

5. RECRUITMENT

5.1 Determining recruitment needs

Prior to filling a position, the necessity for filling shall be assessed and motivated electronically or otherwise by the relevant Manager to the Director.

5.2 Validation of inherent requirements

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. Prior to the recruitment process commencing, the outputs, skills, knowledge and competencies and stated educational requirements as contained in the job description as per final outcome report of the evaluation process must form part of the advertisement. If any changes are needed, then motivation must be submitted and approved by the Municipal Manager or his/her delegated authority and the amended job description must be submitted for re-evaluation.

5.3 Recruitment Advertisement

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

- The name and location of the Municipality.
- A statement that the Municipality subscribes to the principles of employment equity.
- The designation of the position that is advertised.
- The minimum requirements in terms of qualification, skills, expertise and other requirements for appointment.
- A summary of the key performance areas/primary duties of the position.
- A statement that the appointment will be permanent or for a fixed term, and the term (if applicable).
- The name and contact details of the person to whom enquiries may be directed.
- A statement that canvassing will disqualify any candidate from being considered for appointment.
- An indication of the remuneration offered.
- The format and content of applications.
- The address where, and person to whom, applications must be delivered.
- The closing date for the submission of applications.
- A statement that applications received after the closing date will not be accepted or considered.
- A statement that if an applicant does not hear from the municipality within 90 days after the closing date his/her application was unsuccessful.
- Vacancies, including those for temporary appointments must be advertised internally and may be advertised externally, provided that external advertisements must be published in a newspaper, social media and/or public places as determined by the approved Communication – Printed Media Directive.

5.4 Unsolicited applications

Nobody may promise or undertake to accept an unsolicited application for appointment.

5.5 Head hunting

Head hunting will be applied with caution at all times, and it may only be employed with the explicit approval of the Municipal Manager and only after the selection panel, in consultation with the relevant Director/Senior Manager, if applicable, is of the opinion that the assessed candidates are not suitable and / or do not meet the requirements of the position advertised.

Normally targeted persons will be provided with the copy of the recruitment advertisement and allowing them to apply of their own accord.

5.6 Application forms

Applications must be submitted by way of comprehensive Curriculum Vitae and/or official application form.

6. SELECTION

6.1 General Principles Governing Selection

Selection criteria shall be objective and related to the inherent requirements of the job and realistic future needs of the Municipality. The central guiding principle for selection shall be competence in relation to the inherent requirements of the job taking into account the protection or advancement of persons or categories of persons disadvantaged by unfair discrimination. Unless formal or statutory qualifications are clearly justified as essential for the job, relevant experience/performance, training [internal/external] as reflected and measured through competencies, and potential for the prospective vacancy shall be an important criterion.

Canvassing, i.e. attempting to solicit the influence of any person who could substantially influence the selection process by job applicants, or any other person on behalf of job applicants, for posts within the Municipality's service is prohibited and evidence thereof will disqualify the applicant's application for consideration for appointment.

During the selection process the requirements of the accredited Pension and Retirement fund's retirement age of 65 years, must be adhered to.

6.2 Nepotism

It is the policy of the Municipality to seek competent applicants for positions and to further the careers of those employed regardless of whether they have close relatives already employed at the Municipality. The basic criteria for appointment and retention are appropriate qualifications, experience and performance as set out in the policies of the Municipality. Family relationships shall constitute neither an advantage nor a deterrent to appointment and retention at the Municipality provided the individual meets and fulfils the appropriate appointment standards.

For the purpose of this policy "close relative" is defined as spouse, domestic partner, parent, mother-in-law, father-in-law, step-parent, child, son-in-law, daughter-in-law, step-child, brother, step-brother, brother-in-law, sister, stepsister, sister-in-law, grandchild, aunt, uncle, nephew, niece and first cousin. Employment of "close relatives" is therefore limited only where necessary to provide reasonable assurance that each employee can carry out the responsibilities of his/her particular position as objectively as possible. Subject to adherence to the following provisions hereunder, there is to be no discrimination against the employment or continued employment of any person because of his/her relationship to a member of the Municipality staff:

- "Close relatives" may not be employed in positions where such employment will result in the existence of a supervisor/subordinate relationship;
- "Close relatives" may not be employed in positions where one will have responsibility for reviewing and approving financial/budget/purchase transactions or in recommendations and/or decision making in any matter concerning appointment, promotion, salary, retention or termination of employment of a "close relative"; and
- No staff member may be appointed as the supervisor in respect of any "close relative".
- Candidates who are invited for an interview must declare family members within the Municipality

If a situation arises to deviate from the above provisions, a detailed motivation must be submitted to the Municipal Manager via the Director and/or Senior Manager and/or delegated authority to consider the individual case.

6.3 Cooling-off period for re-appointments

Former staff of the Municipality who left the employ of the Municipality for whatever reason can only be short-listed as provided for in paragraph 6.6

- upon approval by the Municipal Manager or his/her delegate and only after the reasons for leaving, as *inter alia* recorded in the exit interview, have been considered by same.

6.4 Selection Process

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. The selection process for the position of Municipal Manager shall be determined by the Executive Mayor. The selection process for the position of Directors shall be determined by the Municipal Manager in consultation with the Executive Mayor. The selection process for the position of Managers shall be conducted by a Selection Panel consisting of:

- the relevant Director and / or Senior Manager;
- Manager from another Department;
- representatives of the Department: Human Resources; and
- Labour Unions as observers only.

The Selection process for all other positions than those mentioned above shall be conducted by a Selection Panel consisting of:

- the Manager of the Department or his/her delegate;
- Another Manager/Supervisor and/or senior employee in the same department;
- Representatives of the Department: Human Resources; and
- Labour Unions as observers only.

6.5 Compiling of master lists

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 Department Human Resources. The master list must contain, in table form, the following particulars in respect of each candidate:

- the applicant's surname followed by her/his initials and contact telephone number;
- the applicant's gender;
- the applicant's race;
- the applicant's qualifications;
- the applicant's employment history and experience relevant to the job description and job specification; and
- 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.

6.6 Compiling short lists

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.

Short listing must be done in accordance with the following order of preference –

- Internal applicants
- Local applicants (Overberg district)
- Provincial applicants (Western Cape)
- National applicants (SA)

The Department Human Resources must, during the compilation of the short list, take all reasonable steps and actions to establish the validity and accuracy of any certificates, diplomas and other information supplied by an applicant.

If any candidate submitted or claimed that he/she had some or other certificate or diploma, qualification, experience or disability that is disproved, such candidate must be disqualified forthwith. In the interest of transparency and oversight, the members of the short-listing panel must approve and sign off a shortlist once finalised.

6.7 Notification of short-listed candidates of selection proceedings

The Department Human Resources must notify every candidate whose name has been short listed of the venue, date and time and nature of the selection proceedings he/she must attend using the most reliable communications methods available.

6.8 Interviewing in respect of vacancies – Refer to Annexure A

Except for appointments that must be made by the Council, the interview process of all other candidates must be conducted by an Interview Panel consisting of the same members of the short-listing panel unless compelling circumstances justifies a deviation.

Labour Unions attend as observers only.

Officials and representatives of labour unions attending interviews must complete the declaration form attached as **Annexure B** to this policy at the onset of the interview.

The Municipal Manager or his/her designated representative may attend and participate in any interview for appointing of an employee.

After having assessed the applicants, the Chairperson of the Recruitment and Selection panel, will ensure all members of the panel sign the recommendation for appointment before the proposal is submitted to the Municipal Manager for his/her consideration, and an appointment decision in terms of section 55(1)(e) of the Systems Act.

Completed score sheets must be kept in safe storage for a period of at least two (2) years after an appointment decision has been made.

6.9 Conducting proficiency tests

One or more relevant proficiency tests (e.g. typing tests, operating a grader etc.) may be required before or after an interview is conducted. A proficiency test may only be required if the outcome thereof is relevant to the expected job standards that would be expected of the employee and it relates to the job description.

6.10 Reference checking

Reference checks must be conducted for short-listed applicants, recommended by the selection panel. Reference checks must be conducted by the Department Human Resources.

The person performing the reference check must obtain, but not limited to, the following information during the course of the reference check:

- confirmation of the applicant's employment history, including date of commencement with service at the previous employer and any past or pending disciplinary actions regarding the employee;
- the applicant's position details; and
- the job requirements and key performance areas of the applicant's current position.
- Confirmation of the applicant's qualification, if relevant.
- Reference check must be done on the form attached as Annexure C.

7. APPOINTMENTS

The appointment of an applicant can only take place in accordance with the requirements of the post concerned and the merit of the applicant.

7.1 Appointment of Municipal Manager and Directors

In the case of appointments in terms of section 56 and 57 of the Municipal Systems Act, 2000 as amended, the provisions of the Act will prevail.

7.2 Appointment in a permanent position

The Municipal Manager must present every newly appointed employee with a letter of appointment as provided for in section 29 of the BCEA. Every newly appointed employee must be provided with , an approved job description for the employee containing details of the employee's full names and surname as well as employee number not later than the day on which he/she starts working. The relevant line manager must discuss the job description with the incumbent on commencement of employment.

Whenever any of the details contained in a letter of appointment change, the Municipal Manager or his/her delegated authority, must inform the employee in writing of such changes. In the event of an employee that cannot read, the relevant Manager or his delegated authority must explain the content of such letter and any amendment thereof to every such employee in a language that he/she understands.

7.3 Appointment of employees other than permanent employees

Persons appointed in temporary positions –

- are appointed on a salary as per the approved T-grade;
- will not receive any contributions from the Municipality towards a medical aid, pension/retirement fund or group life scheme; and
- earn leave and sick leave in accordance with the provisions of the Collective Agreement, as amended from time to time.

7.4 Appointment of replacement labour in the event of a strike

The Municipal Manager may, after consultation with the relevant Directors and the CFO, employ replacement labour during a strike in terms of, and consistent with, section 76 of the LRA. Every person appointed as replacement labour must receive a letter of appointment that complies with section 29 of the BCEA. The letter of appointment must clearly stipulate that:

- the appointment is only for the duration of the strike and that the services of the employee will terminate immediately when the regular employees of the Municipality return to work;

- termination of any replacement labour employment shall not constitute a dismissal of the person concerned and that he/she shall not be entitled to any additional remuneration or compensation in respect of the completion of such period;
- the person's employment with the Municipality will come to an automatic end on expiry of the term and such termination shall not be construed as a termination based on the Municipality's operational requirements, nor as an unfair dismissal; and
- accordingly, reference in this paragraph to additional remuneration or compensation to which the person shall not be entitled, includes but is not limited to, severance pay, notice pay, retirement and medical aid fund benefits to which an employee may otherwise be entitled to in the event of a termination based on an employer's operational requirements.

8. REIMBURSEMENT OF INTERVIEW RELATED COSTS

Any prospective applicant, who is invited to attend an interview, shall be paid the running costs tariff as determined from time to time by the Department of Transport in accordance with the cylinder capacity of the applicant's vehicle.

In the event of an applicant making use of air travel, the applicant shall be reimbursed the cost of his/her airfare expenses.

The municipality will reimburse transport by means of car rental cost, on the most economic available vehicle, from and to the Cape Town International Airport, if no other means of transport is available.

In the event of a prospective applicant spending the night away from his place of residence, he/she shall be paid in accordance with the Municipality's Travel and Subsistence Policy.

9. RELOCATION OF APPOINTED EMPLOYEES

The Municipality shall pay an employee's cost of furniture removal from another place (including transit insurance, but excluding any packing and packaging cost) to an address within the area of jurisdiction of the Municipality, as indicated on the cheapest of the quotations, regardless of the quotation the employee accepts.

For this purpose, the employee must obtain three written quotations for the relocation of that employee's household and appoint a removal company to relocate his/her household goods.

If and when an employee relocates from abroad, such employee's cost of moving shall only be determined from the port nearest to the Municipality, which is Cape Town.

Should the Employee leave the service of the Municipality before the expiration of twenty four (24) months since commencement of duties, the removal costs calculated on a pro rata basis from the date of his/her appointment will immediately be payable to the Municipality.

In this regard the employee must, prior to the removal costs being paid, authorise the Municipality to deduct the outstanding amount from any source which is due to him/her by the Municipality and which is to be paid to him/her on the date of the termination of the employee's service with the Municipality.

The relocation offer is only valid for a period of six (6) months after the date of appointment.

10. INDUCTION

The Department Human Resources will take full responsibility for induction of newly appointed employees.

As such -

- the new incumbent will be introduced to his/her immediate staff/colleagues by the Manager of the relevant department;
- the Department Human Resources will ensure, in conjunction with the incumbent, that all appointment documentation has been completed and processed;
- the Department Human Resources will arrange an information session with all newly appointed incumbents to familiarise them with the services of the municipality ;
- the Manager of the relevant department will explain and provide a copy of the job description relating to the new employee's specific position/job function and conduct a full job orientation; and
- the Department Human Resources will make available copies of the Code of Conduct of Municipal Staff Members as provided for in Schedule 2 of the Systems Act, the Employer's Code of Ethics as well as a copy of the Batho Pele principles.

The relevant Manager is responsible for the induction of each employee in his/her department in order to familiarise the employee with the department in which he/she has been appointed.

11. RECORD KEEPING

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

12. DISPUTE RESOLUTION

Internal dispute resolution processes shall be followed in the event of any grievances and disputes arising out of the implementation of this policy.

For all external candidates, the recognised labour relations mechanisms shall be applied.

13. EXEMPTIONS

This policy will not apply to:

- appointments arising out of a procurement process;
- acting appointments;
- temporary relief employees;
- "*specialised*" contract workers as determined by the Municipal Manager; and season workers.

14. EFFECTIVE DATE

This policy shall come into effect on the first date of the next month after the date Council adopt the policy and shall remain in full force and effect until it is reviewed, revoked or amended by Council.

15. ROLES

All Councillors

All Employees

16. OTHER POLICIES/LEGISLATION

- Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) [Systems Act];
- Local Government: Municipal Structures Act, 1998 (Act 117 of 1998) [Structures Act];
- Employment Equity Act, 1998 (Act 55 of 1998) [EEA];
- Basic Conditions of Employment Act, 1997 (Act No 75 of 1997) [BCEA]; and
- Labour Relations Act, 1995 (Act 66 of 1995) [LRA]
- Subsistence and Travel Policy
- Registry Policy
- MFMA, 2003

ANNEXURE A

Guidelines about Conducting Interviews

1. The Chairperson will -
 - welcome the candidate, thank the candidate for attending and introduce the candidate to the members of the panel;
 - inform the candidate regarding the interview format, and mention the opportunity for questions at the conclusion of the interview;
 - confirm that the candidate has read the position description;
 - provide some brief scene setting about the organisational structure and how the position fits; and
 - outline the duties of the post concerned and will invite the candidate to ask questions.
2. The Chairperson and the panel members will ask the candidate questions in order to gain as much information about the candidate as possible. The topics which must be covered in questioning must include, but is not limited to: personal qualifications, experience, work history, personal achievements, social activities, and any special circumstances applicable to the candidate.
3. Panel members will ask same/similar interview questions as pre-determined to all candidates. Where a presentation on research or seminar is made by the candidate's questions relating to the presentation of the research or seminar should be asked to determine suitability of candidates to the job.
4. All the responses by the candidate should be recorded by the member of the Department: Human Resources attending the interview.
5. Each member of the panel must make individual assessments prior to discussion.
6. Candidates must be advised about any special conditions (leave period, overtime, transfers, and locations) that are applicable to the post. Candidates must be asked if they are comfortable with and can meet special conditions presented to them regarding the post.
7. The official of the Department: Human Resources in attendance must give a brief outline of the conditions of service. The candidate must be invited to see the Human Resources official afterwards for a fuller explanation of the conditions, if the candidate so wishes.
8. After the candidate has asked questions regarding the post and the work environment and answers provided by the panel, the Chairperson should advise the candidates on the next step in the selection process and timing for decision making.
9. After the interview is completed strictly within the timeframe provided the Chairperson will thank the candidate and with one of the panel members, escort him/her out.

ANNEXURE B

INTERVIEW PANEL

OVERBERG DISTRICT MUNICIPALITY

ATTENDANCE REGISTER AND UNDERTAKING OF CONFIDENTIALITY AND IMPARTIALITY

INTERVIEW FOR THE POSITION OF: _____

DEPARTMENT: _____

DIRECTORATE: _____

VENUE: _____

DATE: _____ **TIME:** _____

I, the undersigned, hereby declare:

- that I am familiar with the fact that all information, documentation and decisions regarding any matter before the interview panel are confidential; and
- that I have no family relationship with any candidate to be interviewed.

I, the undersigned, furthermore hereby undertake not to make known anything regarding any information, documentation and decisions in respect of this matter, save for making recommendations to the competent authority or to assist applicants in executing their labour rights by means of declaring disputes and/or instituting grievance procedures, the latter only after the competent authority has finalised an appointment.

NAME: _____

**DIRECTORATE/
DEPARTMENT:** _____

TRADE UNION: _____

SIGNATURE: _____

ANNEXURE C

REFERENCE CHECK

Applicant: _____

Date: _____

Name of person contacted: _____

Company: _____

Telephone number: _____

Position in Company: _____

1. Relationship between Applicant and referee:

2. Applicant's position:

2.1 How long is your working relationship?

2.2 Reporting lines?

3. Description of Applicant's main function:

4. Comment on Performance:

4.1 In current position?

4.2 What would he be scored in present position? (0 – 5)

5. Applicant's strengths:

6. Areas of possible development (any shortcomings?):

7. Applicant has been assessed with regards to position of:

7.1 Please comment on applicant's suitability for this role:

8. The behavioural competencies which we feel are vital to this post are (*List*), please comment on the applicant's performance in relation to the competencies below:

(a)

(b)

(c)

(d)

(e)

9. Would you re-employ him / her?

Reference taken by:

Date: