

RECRUITMENT, SELECTION AND APPOINTMENT

INTRODUCTION

The overall aim of the recruitment and selection process is to attract, obtain and retain people with required competencies at minimum cost in order to satisfy the resources needs of the Council. Recruitment is also attuned to establish a positive image of the Municipality as an employer in the labour market.

FAIR AND EQUITABLE RECRUITMENT

All posts on the establishment of the Council shall be equal opportunity positions be employed purely on the basis of the job related requirements, personal competencies and abilities, and that individuals must be given equal and opportunities to be recruited i.e. recruitment actions should be extended to all communities. However, affirmative action strategies and targets must be taken into consideration when recruiting candidates.

RECRUITMENT SOURCES

Recruitment activities are dependent on the Council's human resource requirements as identified through human resource business plans. The choice of media for recruitment purposes should comply with the requirements of the Labour Relation Act, 1995.

Internal sources of recruitment (where possible) should be considered, since it is cost effective and serves as motivation for existing employees. External recruitment may be undertaken by means of advertisements. Careers exhibitions and visits to schools, universities, etc. can also be considered for certain target groups.

RECRUITMENT PROCEDURE

Determine need to fill a vacancy

When a vacancy is identified, the following factors should be taken into consideration:

- Budget constraints;
- Reservation of vacancy for a candidate still in training;
- Redeployment possibilities

Identify sources of recruitment

It is recommended to first establish (where possible) whether suitable candidates are available internally by means of an internal advertisement. If suitable candidate are identified internally, clear consultation should take place prior to any offers for employment being made.

Advertise position

When a vacancy occurs, it will be circulated internally, and/or advertised externally in the press and interested employees and applicants will be considered for appointment. Heads of Departments must ensure that circulated vacancies are brought to the attention of the staff. To ensure a diverse pool of candidates, advertisement should be placed in the appropriate media if no internal candidates could be identified. The means of attracting or the wording of advertisements should be compiled carefully so as not to constitute direct or indirect discrimination. Heads of Department shall request the Corporate Services manager, in writing, to advertise as vacant position.

SELECTION & APPOINTMENT PROCESS

Gathering applicant data

Applicant information must include all relevant data, such as:

- C.V
- Certificate personal documentation ;
- Certificate educational certification;
- Reference from previous employees

False information furnished by an applicant in her/his application for a vacancy shall disqualify him/her and make him/her liable to summary dismissal, should he/she be appointed.

Screening

Employees and applicants for vacant positions shall undergo any screening tests (relevant to the inherent job requirements) require by the Corporate Services manager. Those being screened take part in all tests at their own responsibility. The result of any screening test is strictly confidential.

A person shall not be considered for appointment, unless he/she has reached the age of sixteen (16) years and complies with the required qualifying requirements as stipulated in the advertisement. The appointment or retention of the service of any employee older than the compulsory retirement age of 65 shall be approved annually by the Municipality Manager, subject to the submission of a satisfactory medical report and a recommendation by the relevant Head of Department.

No person shall be appointed to the service of the Council, unless he/she is a South African citizen and is proficient in two (2) official languages, namely Afrikaans and English.

Short list

When compiling the short list, a healthy balance should be struck between the data provided by the applicant and the job requirements. In the absence of imperative documentation (e.g. Senior Certificate) careful consideration should be given to the short listing of such candidates. It is unethical to promise a job prior to the finalization and selection process. Under no circumstances should a job offer be made at this stage.

Undertake selection (assessment and panel interviews)

The assessment results should not be the only tool used to decide on the best candidate for a position, but should form part of the selection process and be utilized during the final decision-making phase.

The Strategic Executive and/or a maximum of two (2) employees assigned by the Municipal Manager, may attend the interview. However, the Manager: Corporate Services may grant leeway if he/she deems it necessary in the interest of the Council. Impressions gained during the interview should be clearly documented and stored for the future references.

Competence for appointment

Prior to appointment, a successful applicant shall furnish satisfactory proof (certified copies) of his/her date of birth, marital status, academic or educational, identify, training, and any other relevant documentation may be required.

Nobody shall be appointed to the service of the Council unless he/she complies with the legal requirements applicable to such appointment. In terms of section 15 (3)(a) of the Municipal Accountants Act, 1998 (Act No. 21 of 1988), no one shall be appointed to the Directorate: Finance, subject to the stipulation of section 13 (3) of the said Act.

The above requirements may change based on the requirements of the Municipal Finance Bill (soon to be enacted).

Appointment

A written offer of employment (including conditions of service) must be made to the successful candidate and his/her formal (written) acceptance therefor obtained, ensuring that all logistical Fragments assumption of duty are clear. All employees shall be issued with an identify and/ or access card, which shall be carried at all times. The identity and access card shall remain the property of the Council, and should an employee lose the card, he/she shall be held responsible for paying the costs for its replacement. An employee shall furnish his/her permanent residential address, as well as that of his/her next of kin, to the Manager: Corporate Services in writing and any changes thereof.

Cost of moving

The cost of transfer on appointment shall be subsidized to a maximum of 100% after submission of a receipt in respect of expenditure incurred. Three (3) written quotations shall be provided. Irrespective of which quotation is accepted by the employee, or the amount indicated on the receipt, whichever is the lowest. The amount thus paid shall be fully repaid by the service after completion of one (1) year, but before two (2) years, the employee shall repay 75% of the subsidized amount.

Salary on appointment or promotion

Appointment shall be made according to the qualifications and experience of the applicant, at a notch within the prescribed salary scale, provided that if a successful applicant claims a higher notch than the starting notch of a particular salary scale, the salary notches of the existing employees occupying similar positions in the relevant departments, shall be taken into consideration.

If an existing employee is promoted, 'his/her salary shall be adjusted to the minimum notch of the salary scale applicable to the position of promotion, provided that such salary adjustment shall be equal in salary to at least one notch of the scale applicable to him/her prior to the promotion.

Appointment notch of employees not complying with the minimum qualification requirements successful external applicants shall be appointed at the starting notch of the salary scale attached to a particular position, without any further advancement on the scale, until such applicant complies with the minimum requirements. The promotion of employees in the service, who do not comply with the minimum qualifications, shall be dealt according to the same principles as above.

Once an employee complies with appointment at the salary scale attached to a less than twelve (12) months have expired after the date of appointment to relevant post, the advancement on the salary scale shall occur after a period of twelve (12) months, calculated from the date of appointment to the relevant post.

In the instance where an employee complies with the approved qualification requirements, but more than twelve (12) months have expired after the date of appointment to such post, progression on the salary scale shall occur as from the first month following the date of the last paper the employee wrote, provided that the

employee's incremental date shall change to the month in which the progression on the salary scale was implemented.

Induction

After appointment, an employee shall follow an induction program. New employees shall receive compensation during the induction/probationary period. The primary objective of an induction and orientation program is to help the team as soon as possible. The main purpose of a retention program is to ensure that newly recruited and existing employees remain on a long-term basis, and to reduce staff turnover to an absolute and acceptable cost- beneficial minimum.

Probation

All permanent employees with the exception of the Municipal Manager and all Section 57 employees shall be appointed on probation for six (6) consecutive months, except in cases of promotion. The induction process should be viewed as an integral part of an employee's probationary period. If, after the expiry of an employee's probation period, the Head of Department is convinced that the employee suitable for the post he/ she occupies, the appointment shall be confirmed by the Manager: Corporate Services.

If the confirmation of the permanent appointment of an employee appointed by the Manager: Corporate Services is not recommended, the Head of Department shall recommended in writing to the Manager: Corporate Services that either, he/she:

- Extend the probationary period of the employee by a minimum of two(2) further periods, neither of which may exceed three (3) months;
- Terminate the service of such employee, such to the stipulations of paragraph 8 & 9 of Schedule 8 of the Labour Relations Act, (Act No.66 of 1995).