

# GREAT KEI LOCAL MUNICIPALITY



## RECRUITMENT & SELECTION POLICY

**2023/2024**



**RECRUITMENT AND SELECTION POLICY**

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## **RECRUITMENT AND SELECTION POLICY**

### **DEFINITIONS**

For the purpose of this policy:

“Council” shall mean the Council of the Municipality of the Great Kei Municipality

“Councillor” means any Councillor of the Municipality and includes any Political Office Bearer of the Council as defined in the Local Government Municipal Structures Act, 1998;

“Applicant” shall mean a person who has applied for a defined or specific position as advertised, to be employed as an employee of the Municipality.

“Municipality” means Great Kei Local Municipality

“Municipal Manager” means the person appointed by the Council as the Municipal Manager of the Municipality in terms of Section 82 of the Local Government Municipal Structures Act, 1998 (Act No. 117 of 1998) and includes any person:

- (i) acting in such position; and
- (ii) to whom the Municipal Manager has delegated a power, function or duty

### **PURPOSES OF THIS POLICY**

The purpose of this policy shall be as follows:

- (i) To ensure correct procedures are followed when recruiting and appointing personnel
- (ii) Ensure that the Municipality follows best practices in its recruitment and selection processes
- (iii) Ensure an open and transparent process of recruitment and selection
- (iv) To ensure that the Municipality recruits suitable candidates
- [iii] To comply with provisions of Employment Equity legislation, which obliges employers to, amongst other things, ensure demographic representation of the SA population in the workplace

### **APPLICATION OF THIS POLICY**

The policy shall apply to all Councillors, heads of departments and any other employee responsible for requesting new personnel.

### **RELAXATION OF, AND EXEMPTION FROM, POLICY AND PROCEDURE**

The municipal manager may, after consultation with the Mayor and the Chairperson of the Local Labour Forum who in turn consult other members of the LLF, relax a requirements set out in this policy or exempt an employee from compliance with any provision of this policy base in any of the following conditions-

- If it is in the best interest of the municipality; subject to the provisions of any collective agreement or legislation that may regulate the matter concerned; and or if the waiver is not in contradiction with applicable legislation.
- If the waiver will assist in ensuring effective and efficient operations of the Municipality
- Wants to address requirement of the affirmative action measure as enshrined in the Employment Equity Act.
- Taking into account the effect that such relaxation or exemption may have on workplace relations within the municipality.

### **RECRUITMENT AND SELECTION POLICY AND PROCEDURE**

#### **1. PLANNING, ORGANISING AND ADVERTISING THE POSITION**

Once a position becomes vacant, it will be necessary to first advertise the post internally, and secondly or additionally advertise externally.

**Three to Six candidates** must be short-listed to ensure a competitive process.

##### **1.1 Job Requirements:**

#### **JOB REQUIREMENT AND APPOINTMENT**

- (a) The appointment of an applicant may take place only according to the requirements of the post and the merit of the applicant.
- (b) The municipal manager in case of posts below section 56 employees may, subject to Local Labour Forum consultation waive or reduce the formal qualifications and experiential requirements in respect of any post, except a post in relation to which a professional certificate is required, if the applicant/employee may be suitably qualified for a job as a result of any one of, or any combination of that person's-

- (i) formal qualifications;
- (ii) prior learning;
- (iii) relevant experience; or
- (iv) Capacity to acquire, within a reasonable time, the ability to do the job.

Job requirements, including a description of the role, key responsibilities of the role, qualifications, experience, knowledge and skills/competencies must be specified in the job description.

## **1.2 Where to advertise**

Positions requiring specific skills as well as positions identified as holding scarce skills (Senior Manager Posts) should be advertised both in local and national media. Positions that are likely to have an abundance of suitable applicants available such as those of middle management, supervisory, clerical or general may be advertised in the local media only.

## **1.3 Advertisement content and format**

The advertisement should be headed with the job title, followed by a brief description of the job requirements and the duties of the incumbent.

The advertisement must include a statement emphasizing that the Municipality is an equal opportunity, affirmative action employer. Salary details and applicable major fringe benefits should also be included.

The advertisement must specify a closing date for applications, Contact details of the Municipal employee responsible for further enquires, the name of the Municipal Manager, the address to which the applications must be forwarded.

The position shall be advertised for the period not less than 14 days.

## **1.4 General hints on advertising**

- Wherever possible, two or more posts should be advertised at the same time to reduce advertising costs.

- The advertisement must state that should any applicant not receive contact from the Municipality within one month of the closing date, they must regard themselves as being unsuccessful.
- The advertisement should be drafted in a manner with small sized emblems and icons to reduce costs.

## **2. PROCESSING OF APPLICATION FORMS RECEIVED**

Once the application period has closed, candidates must be short-listed based on the minimum requirements for the post.

The short-listing process must take 14 days from the closing date of the advertisement.

A selection matrix detailing the candidates that have applied must be compiled detailing applicant name and surname, contact numbers, qualifications, work experience and other requirements as per the advert.

## **3. SHORTLISTING PROCESS**

For Senior Manager positions the Local Government: Regulations for appointment and conditions of appointment for Senior Managers must be implemented.

The shortlisting process of other positions must be coordinated through the approval of the Municipal Manager. The Human Resource Department will arrange with the relevant Head of Department for suitable dates in order for shortlisting to take place.

For senior positions, the shortlisting panel shall consist of the Head of Department, the relevant Department Manager, representatives from Human Resources and the Union representative as an observer.

For junior positions, the shortlisting panel shall consist of the relevant Department Manager, Supervisor, representatives from Human Resources and the Union representative as an observer.

After the shortlisting process a report has to be presented to the Municipal Manager by the Director: Corporate Services. Upon approval then the interview process will take place.

## **4. INTERVIEWING PROCESS**



For senior positions, the interview panel shall consist of the Head of Department, the relevant Department Manager and representatives from Human Resources, the union representative as an observer.

For junior positions, the interview panel shall consist of the relevant Department Manager, Supervisor and representatives from Human Resources, the union representative as an observer.

For Senior Manager positions, the Municipality will cover travel, and meal and accommodation (where necessary) costs for candidates travelling outside the Eastern Cape Region.

For Middle Management and Junior positions the Municipality will cover travel if the candidates are from outside Great Kei jurisdiction. Candidates will be requested to complete Subsistence and Travel Claim form.

It is essential that confidentiality be maintained throughout the entire process by all parties involved in the interviewing, reference checking or appointment of the successful candidate.

The interview shall cover general technical questions as well as a targeted selection questions.

Interview candidates will be assessed using a standardized scoring sheet. The highest scoring candidate shall be the preferred candidate for the post. All score sheets shall be recorded and stored confidentially.

Where disputes arise concerning affirmative action it is suggested that these queries be submitted to the Training Committee for a decision.

It is recommended that as far as possible, consensus be reached by all members of the interviewing panel when ranking candidates and selecting the preferred candidate. The final decision for appointment of an applicant however ultimately rests with the Municipal Manager / Accounting Officer.

**5. CHECKING OF REFERENCES AND OTHER PERSONAL INFORMATION**

The following checks shall be made for candidates invited for interviews:

- All relevant qualifications, criminal records and Identity Documents must be verified. For positions where the incumbent is responsible for managing finances or a budget, credit checks must be conducted. Candidates must have sound credit records, have no judgments against them in their personal capacities or have ever been insolvent. Candidates shall however be afforded an opportunity to present her/his case regarding judgments and related matters, how is she/he addressing credit issues.

For positions where the incumbent is required to drive a municipal vehicle or receive a car allowance, checks on driver's licenses must be conducted.

- Consent must be obtained prior to conducting all of the checks specified above.
- Reference checks must be conducted with at least two previous employers. The candidate's current employer may only be contacted if the applicant has given permission to do so. The reference check shall cover the following: the candidate's drinking habits, timekeeping and sick leave records, interpersonal skills, previous disciplinary records, quality of work, leadership qualities and ability to use own initiative.

If any qualifications, ID documents or driver's licences are found to be fraudulent, the latter must be reported to the police and to the relevant educational institutions.

### **MEDICAL TESTING**

Medical testing of applicants is prohibited unless legislation permits or requires the testing, or it is justifiable in the light of i.e. employment conditions or inherent job requirements.

### **EMPLOYMENT CONTRACTS**

Authority to appoint a new employee shall be as per delegated authority. The Municipality shall enter into a full contract of employment with each

selected candidate. This contract shall be in writing, setting out the terms and conditions of employment when the person starts employment. The contract document must be retained for at least three years after termination of employment<sup>1</sup>.

The contract shall be signed by both parties prior to commencing employment.

The contents of the contract shall be explained to the successful candidate prior to employment.

The contract shall inter alia include the following<sup>2</sup>:

- Full name and address of the Municipality;
- Name and occupation of employee plus brief description of work;
- Place of work where employee is required or permitted to work;
- Date on which employment commences;
- Employee's ordinary hours of work and days of the week;
- Employees remuneration & other benefits the employee is entitled to;
- Frequency of remuneration;
- Deductions to be made from remuneration;
- Leave to which employee is entitled;
- Period of notice required to terminate the employment, or if for a specific period, the date when employment will terminate;
- A copy of the HR policies and a list of any other relevant documents which form part of the contract of employment indicating a place that is reasonably accessible to the employee where a copy of each may be obtained

Other points that may be included, where relevant

- Conditions of Training - Should an employee require training, a clause binding the employee to remain in service for a specified period after training has been completed;

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<sup>1</sup> Section 29 of the BCEA

<sup>2</sup> Section 29 of the BCEA

- Disclosure obligation - A clause certifying that the employee has informed the Municipality of all the factors, such as trade restraints, license endorsements, criminal records, past disciplinary sanctions that it needs in order to decide whether to employ the person and that all information given to the Municipality is true, complete and correct.
- Return of property - The applicant must undertake to return to the Municipality all company property that may be in his/her possession when the employment comes to an end.
- Confidentiality clause - The applicant must undertake not to divulge any confidential information obtained during the course of his/her employment.
- E-mails - A clause wherein the employee agrees the Municipality to monitor all e-mails sent and received by the employee.
- Terms and Conditions of the probation period.

The contract shall be updated and the employee provided with a new copy when:

- Agreement is reached between the Municipality and the employee to changes in terms and conditions;
- The employee's remuneration is changed; and
- When any law affecting the terms and conditions change.

**5.1. Appointment Letter for staff other than Municipal Managers and Heads of Department (Permanent and Temporary)**

The successful applicant must be given a copy of the letter of appointment. The signed copy must be returned to the Municipality as confirmation of his or her acceptance of the post. A signed copy is kept in the personal file and the original copy is given to the employee. This signed letter of appointment then becomes the employment contract.

The letter of appointment must comply with the conditions set out in the Basic Conditions of Employment Act of 1997.

After the Municipality has received an acceptance form from the successful candidate, the Human Resources Department must draft Regret Letters to be sent to all unsuccessful candidates that attended interviews.

### **5.1.1 Absorption of Temporary Employees**

The Supervisor through the HOD of the Directorate can make a recommendation for the absorption of temporary employee if the is vacant position for that job in the approved staff establishment. The reasons for requesting such absorption should be spelt out or detailed. The Motivation should be recommended by the HOD concerned, recommended by Director Corporate services to ensure compliance with policy, be recommended by Chief Financial officer to ensure budget provision for the position and Approved by the Municipal Manager.

### **5.2 Contracts of Employment for Municipal Managers and Managers reporting to Municipal Managers (i.e. Heads of Department)**

In terms of the Municipal Systems Act (Section 57), a person appointed as a Municipal Manager and a person appointed as a manager directly accountable to the Municipal Manager may only be appointed in terms of a written employment contract with the Municipality, and also be subject to a separate performance agreement concluded annually.

For appointment of Municipal Managers and Managers reporting to Municipal Managers, the Municipality will utilize draft employment contract provided by the Eastern Cape branch of the South African Local Government Association (SALGA).

## **6. Policy Review and Amendments**

At the end of each financial year or where the Council deems it necessary, the policy shall be subjected to review and amendment as to ensure its continuing relevance and validity

- 6.1 A process wherein the Municipal Manager or any delegated council official shall make input to the relevant council structures detailing the proposed amendments and the rationale thereof.

The amendments shall be placed on the council agenda and a vote shall be taken rectifying the policy

- 6.2 A Council resolution shall be recorded accurately reflecting the council decision and its number

Signature of the Municipal Manager..... *Jalla*

Date *29 June 2023*

Signature of the Mayor ..... *[Handwritten Signature]*

Date *29 June 2023*



