

# SIYATHEMBA MUNICIPALITY



## RECRUITMENT AND SELECTION POLICY

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## **PURPOSE**

To ensure that recruitment and selection of staff is done in an appropriate manner and relevant statutory requirements are observed and adhered to. To ensure that staff placement is done in a way that the Council's strategic goals and objectives are met.

## **POLICY**

### **1. APPROVAL FOR FILLING OF POSTS**

- 1.1 Provision in the budget must be confirmed before any vacancy can be advertised.
- 1.2 Internal recruitment should always be the first priority if there is any vacancy.
- 1.3 External recruitment will be the next option if there is no suitable applicant internally.

## **PROCEDURE**

<b>TYPE OF VACANCY</b>	<b>MINIMUM COMMITTEE</b>
Municipal Manager	Council approval must be obtained
Post level 1-3	Municipal Manager and Council
Post level 4-15	Municipal Manager, Corporate Services Manager and relevant Head of Department

### **2. SETTING OF CRITERIA FOR POSITION (e.g. qualifications, experience, personal qualities and special skills)**

- 2.1 Criteria including qualifications/experience and job requirement should fit in with Bargaining Council's guidelines.
- 2.2 The requirements of Employment Equity must be met.
- 2.3 The job requirements must be done as follows:

<b>TYPE OF VACANCY</b>	<b>MINIMUM COMMITTEE</b>
Municipal Manager	Council
Post level 1-3	Municipal Manager and Council
Post level 4-15	Municipal Manager, Corporate Services Manager and relevant Head of Department

### 3. ADVERTISING OF POSTS

3.1 It is the discretion of the Municipal Manger, Departmental Head and Corporate Service Manager whether to first advertise internally or to once off advertise externally.

3.2 Copies of an advert should be given to all Heads of Departments and to Unions.

3.3 The advert should specify:

- 3.4.1 The job title
- 3.4.2 Qualifications
- 3.4.3 Experience
- 3.4.4 Job requirements
- 3.4.5 Key Performance Areas
- 3.4.6 Salary and Benefits of the post
- 3.4.7 Closing date

### 4. APPLICATIONS, SHORT LISTING AND REFERENCE CHECKING

4.1 All applications must be sent for the attention of the Municipal Manager.

4.2 Applications must be in the form of curriculum vitae, covering letter and certified copies of qualifications and Identity Document.

4.3 All reference checking will be conducted after the short listing has been completed and notes must be taken.

### 5. INTERVIEWS

5.1 All interviews will be conducted by the interview panel as follows:

<b>VACANCY</b>	<b>MINIMUM COMMITTEE</b>
Municipal Manager	Council
Post level 1-3	Municipal Manager and Council
Post level 4-15	Municipal Manager, Corporate Services Manager and relevant Head of Department

- 5.2 The Chairperson of a panel for the position of Municipal Manager will be the Mayor.
- 5.3 The Chairperson of a panel for all other levels will be the Municipal Manager.
- 5.4 During the interviews the panel will make use of score sheets for evaluation purposes.
- 5.5 After the interviews the panel will combine/add their scores and the candidate with the highest score will be appointed.
- 5.6 Should it happen that two or more candidates have equal scores after evaluations, another form of evaluation should be used to determine the best candidate, e.g. a case study can be used for evaluation or another question can be asked.

**6. DISQUALIFICATION OF APPLICANT**

6.1 A candidate may be disqualified from appointment for the following reasons:

- 6.1.1 Canvassing to any member of the panel with the aim of being appointed to a post in the Municipality. Disciplinary actions will be taken against that member of the panel should it be found that he/she agreed to such practice. Canvassing can be in the form of:
  - Bribery;
  - Influencing Councillors or officials
  - Promising applicant’s positions.
- 6.1.2 Conscious misrepresentation of crucial information in the application.
- 6.1.3 Withholding crucial information that may have a deciding impact on the outcome.

**7. APPOINTMENT PROCEDURE**

7.1 After the interviews the most suitable candidate will be appointed. The approval of appointment should be made by the relevant body as follows:

<b>VACANCY</b>	<b>RELEVANT COMMITTEE/PERSON</b>
Managerial Positions	Council has authority and thereby appoints.
Other levels	Municipal Manager has authority and thereby appoints.

7.2 The Corporate Services Department and/or the relevant Departmental Head should write a letter notifying applicants about the outcome.

## 8. INDUCTION

1. Induction is the process of introducing new employees to the Municipality and to the employees, new tasks, supervisors and work groups.
2. The Corporate Services Department and/or the relevant Departmental Head are responsible for the induction process.

### 3. Induction Program

#### 3.1 The induction program includes the following:

- 3.1.1 An employee will be provided with historical overview of the formation of the municipality, its goals, norms, standards, organizational structure, services and job environment.
  - 3.1.2 Policies and procedures of the municipality will be explained to him/her.
  - 3.1.3 Salary scales, overtime, bonuses, leave pay and how payment will be done.
  - 3.1.4 Fringe benefits e.g. insurance schemes, medical benefits, UIF, leave and retirement benefits.
  - 3.1.5 Health and safety measures for prevention of accidents and the reporting thereof.
  - 3.1.6 His/her rights as an employee, conditions of employment, grievance and disciplinary procedures.
  - 3.1.7 For new employees, new tasks will be explained to him/her.
  - 3.1.8 Workplace orientation will be conducted.
  - 3.1.9 Introduction to the fellow employees and Councillors.
- 3.2 The Corporate Services Department and/or the relevant Departmental Head will hand copies of the employment contracts, conditions of service and any other relevant documents to the employee.