



EHLANZENI
DISTRICT MUNICIPALITY

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RECRUITMENT AND SELECTION POLICY

Council resolution: A76/2020	Date of Approval: 18 June 2020

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EHLANZENI DISTRICT MUNICIPALITY POLICY AND PROCEDURE FOR RECRUITMENT AND SELECTION OF STAFF

1. PREAMBLE

Ehlanzeni District Municipality regards its staff as its primary resource and is therefore prepared to develop them to their full potential. The District Municipality supports and practices-

- Employment Equity by affording preferential treatment to applicants from under-represented designated groups
- Staff development aimed at enhancing the career preparation of all its staff, giving special attention to that of under-represented designated groups
- Promotion/advancement from within the organization
- Participation
- Freedom of association
- Transparency
- Fairness
- Accountability

2. LEGAL FRAMEWORK

This policy is based on the guidelines provided for in the following legal framework:

- Constitution of SA 108 of 1996
- Basic Conditions of Employment Act 75 of 1997,
- The Employment Equity Act 55 of 1998,
- Skills Development Act 97 of 1998
- Labour Relations Amendment Act
- Municipal Systems Act 32 of 2000 read with the Local Government: Municipal Regulations on Minimum Competency Levels 2007, issued in terms of MFMA, Government notice no 29967 of June 2007
- Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers Notice no 37245 dated 17 January 2014.

3. PURPOSE OF THE POLICY

- To apply consistent, transparent, procedurally and substantively fair recruitment and selection procedures;
- To give effect to fair recruitment and selection processes.
- To ensure that the recruitment process complies with the relevant legislations especially the Employment Equity Act.
- To provide an effective system to be used by line management and Corporate Services Department in filling vacant positions;
- To provide guidelines for the systematic process through which line managers can request the approval and filling of vacancies:
- To ensure that all candidates are selected objectively and on merit;
- To attract and retain suitable candidates and to project a positive image of the municipality

4. SCOPE OF THE POLICY

This policy is intended for all staff who are involved in the recruitment process within Ehlanzeni District Municipality, by outlining all procedures concerning recruitment to ensure that all aspects of recruitment are carried out in a proper and efficient manner.

5. DEFINITION OF TERMS

In this policy, unless the context indicates otherwise:-

“**Candidate**” means an applicant for a post.

“**Council**” means a municipal council referred to in section 157 of the Constitution.

“**Municipality**” means the Ehlanzeni District Municipality.

“**Recruitment**” means the 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 assist the municipality in achieving its objectives.

“**Reference check**” means the gathering of information about candidates’ past history from people with whom such candidate has been associated.

“**Selection**” means the process of making decisions about the matching of candidates taking into account individual differences and the requirements of the job.

“**Suitably Qualified person**” means any one of, or any combination of that person/s :

- Formal qualifications
 - Prior Learning
 - Relevant Experience
 - Capacity to acquire, within a reasonable time, the ability to do the job
- 3.8 “**Vacant Position**” means a position that is in the approved establishment plan, which is vacant or has become vacant as a result of resignation, death, retirement, dismissal, demotion, promotion, transfer or medical boarding.

“**Senior Manager**” refers to Section 56 Managers in terms of the Municipal Systems Act 32 of 2000 as amended

6. RECRUITMENT PROCESS

Decision to initiate recruitment action:

Prior to proceeding with the filling of a vacant post, the Corporate Services Department (HR Unit) shall verify the following about a vacant post:-

- Post establishment
- Funding for the post
- Applicable terms/nature of employment

(a) Existing Posts

The Municipal Manager must authorize a request to fill a vacancy, provided that an approved post and budget for that vacancy exists in the approved staff establishment.

Before such authorization is given, the job description and post level will be confirmed by Municipal Manager after consultation with the Human Resources Section.

In case of filling the positions of Municipal Manager and Managers reporting directly to the Municipal Manager, authorization to fill these positions must be given by the Municipal Council and the Speaker may convene a Special meeting to obtain council approval for the filling of a Senior Manager post.

(b) New Posts

All requests to create new posts, supported by the results of a comprehensive work study, must be submitted for approval to the Municipal Manager. All new posts must be described and evaluated before they are submitted for approval.

The creation of new positions of Senior Managers (Section 56) reporting directly to the Municipal Manager must be incorporated in the Policy Framework for the Staff Establishment before approval of such new positions and such amendment of the Policy Framework for the Staff Establishment must be approved by the Municipal Council.

7. RECRUITMENT ADMINISTRATION AND PROCEDURE

7.1 Administering Recruitment Process

7.1.1 The Corporate Services Department shall be responsible for administering the recruitment process in that it shall, amongst other things:-

7.1.2 Provide assistance in defining job specifications for vacant positions.

7.1.3 Process departmental recommendations for the filling of a vacant position.

7.1.4 Prepare all advertisements for the position to be filled in consultation with the relevant Department.

7.1.5 Establish and convene the selection Committee meetings.

7.2 ADVERTISEMENT OF POSITIONS

7.2.1 Once approval is granted to fill a new or vacant post, recruitment for a suitable person will commence from within the municipality targets based on its employment equity plan.

7.2.2 Drafting of Advertisement: All vacancy advertisements shall clearly state the relevant job level, qualifications and experience requirements, job description of the post (key performance areas), whether post is contract or permanent, and shall reflect the remuneration attached thereto; as well as application procedures together with closing dates for the receipt of applications.

7.2.3 Advertisements for positions on levels 5-12 shall first be placed internally in order to promote upward mobility of employees. In the event the post level is at lower level (last level) and the post incumbent has left the position has become vacant due to retirement, death or whatsoever circumstance, the vacancy will be advertised externally.

7.2.4 External advertisements for positions on levels 2-4 shall only be placed in appropriate media. If no suitable candidate can be found internally, the post shall be advertised in a manner which will effectively bring the vacancy to the attention of citizens in the district or the country;

7.2.5 All advertisements shall be circulated internally by placement on designated notice boards and internal email circulation.

7.2.6 External advertisements shall be placed in appropriate media, ensuring maximum access to applicants.

7.2.7 The organizational targets, inter alia, shall determine whether recruitment activities are internal or external or both.

7.2.8 Advertisements of vacant posts for Senior Managers (Section 56) must be strictly advertised nationally and in the province in accordance with the procedures as contemplated in Section 10 of the Regulations on the Appointment and Conditions of Employment of Senior Managers

7.2.9 Depending on the nature, seniority and required duration of the post, target recruitment for suitable candidates may be undertaken by the Human Resources Section by any means determined by the Municipal Manager.

7.2.10 The closing date for applications shall not be less than two weeks (14 days) after the last advertisement was published and not more than 30 days after such date.

8. SCREENING OF APPLICANTS AND COMPILING SHORT LISTS

8.1 Within 5 working days from the closing date of the advertisement, the Human Resource Section will complete a schedule of all applications received and forward same together with the CVs to the Selection Committee. For position of Senior Managers, CV's should be forwarded to the Municipal Manager and vacant position of Municipal Manager to be forwarded to the Executive Mayor ;

8.2 Within 5 working days from receipt of the information of the applicants the Municipal Manager/Selection Committee shall prepare a final short list of no fewer than 4 candidates to be interviewed;

- 8.3 When the short list has been approved, the Human Resource Section will conduct a reference as well as a qualifications verification of each of the top three qualifying candidates if the position was advertised externally.
- 8.4 A written report on the outcome of the screening process must be compiled by the Mayor in the case of the Municipal Manager, or the MM in case of the Manager directly accountable to the Municipal Manager, before the interviews take place.

9. SELECTION PROCESS

Selection Committee

9.1 The Selection Committee shall be constituted as follows:

9.1.1 For a vacant post of Municipal Manager:

A municipal Council to appoint a selection panel to make recommendations for the appointment of candidates to vacant senior manager post.

The panel for the appointment of Municipal Manager to constitute of :

- The Executive Mayor and/or his assignee(s) (Chairperson)
- A Councilor designated by Municipal Council
- At least one other person who is not a councilor or a staff member of the municipality and who has expertise or experience in the area of the advertised post

9.1.2 For vacant post of a Manager directly accountable to Municipal Manager to consist of at least three and not more than five members

- Municipal Manager (Chairperson)
- A Member of the Mayoral Committee or Councilor who is the portfolio head of the relevant portfolio
- At least one other person who is not a councilor or staff member of the Municipality and who has expertise or experience in the area of the advertised post.

9.2 Other Employees:

9.2.1 The panel shall include a direct Supervisor to the position, two representatives, and a human resources representative as Secretariat. Human Resource to lead the process and Union Representatives shall be observers. The panel needs to be diverse - in its knowledge, gender, proximity to the need of the position.

9.2.2 Nothing in this policy document shall be constructed as establishing an absolute barrier to the prospective or continued employment or advancement of people who are not from designated groups, nor shall any employment practice be implemented that would have the effect of establishing such barrier.

9.2.3 Exit interviews will be conducted by the General Manager: Corporate Services with staff who resign from the services of the Municipality and reasons given will be submitted to the Municipal Manager/Council with a request to fill the vacancy, if necessary.

9.2.4 In the event of a post being advertised internally, no external applicants shall be considered.

9.2.5 Shortlisting of candidates shall be made by a shortlisting committee. The shortlisting and interviewing committees shall be established on an adhoc basis.

9.2.6 In the event there is only one applicant or candidate for the internally advertised post, who qualifies during the shortlisting process such applicant/candidate shall be interviewed if he/she meets the requirements for the post, in order to assess his/her suitability. If there is no competency demonstrated by the shortlisted candidate, then the position shall be advertised externally to draw a pool of external candidates.

9.2.7 Any misrepresentation or untruths will lead to the disqualification of that application.

10. INTERVIEWS AND APPOINTMENT

10.1 Structured and competency-based interviews will be conducted by a Selection Committee comprising of members who have been beforehand in interviewing skills. Recommendations will be determined by a majority vote. **If no consensus is reached, the ruling of the Municipal Manager would be final.**

10.2 All panel members to sign a declaration of confidentiality to avert the disclosure of information to unauthorized persons

10.3 Any member of the interview panel is required to withdraw from an interview panel should they have a personal interests or bias in regard to any of the applicants.

10.4 All interview proceedings will be recorded by the Human Resources Section.

10.5 Upon completion of interviews the final written recommendation of the Selection Committee (which will include motivation for the selection decision as well as reasons why other candidates were not considered), will be submitted by the Human Resource Section to the Municipal Manager for a decision on the appointment or referral to Council through the Executive Mayor, complying with section 30(5)(c) of the Municipal Structures Act and Local Government Regulations on Recruitment of Senior Managers in the case of the positions of the heads of Department and Managers reporting directly to the Municipal Manager.

10.6 In the case where, for whatever reason, the recommended candidate does not accept the position offered, the Corporate Services Department will motivate for the appointment of the second best performed candidate if it was indicated by the panel. If the position is not accepted by the second best performed candidate, it will be re-advertised.

10.7 Competency or psychometric testing

For Senior Managers (Section 56 Managers) positions the top three candidates recommended must undergo a competency assessment test in order to ascertain the competency level of the preferred candidate to the post which should be provided for in the medium-term budget. The results of the exercise will be consolidated with the results of the interview session in order to recommend a suitable candidate for appointment in the post.

10.8 Job related tests

For other employees Job related and other similar assessments of an employee are permissible if the test or assessment being used:

(a) Can be applied fairly to all employees.

(b) Is not biased against any employee or group.

(c) Agreement should be reached between all stakeholders if and what testing to be conducted prior or after the applicants are interviewed.

The results of the exercise will be consolidated with the results of the interview session in order to recommend a suitable candidate for appointment in the post.

- 10.9 Before making a decision on the appointment of a Senior manager, a municipal council must satisfy itself with the requirements and procedures as set out in Section 17 of the Regulations on the Appointment of Senior Managers.
- 10.10 When approval for appointment has been granted, the successful candidate will be notified and an offer of employment made to him/her taking into consideration the commencement date, level of the post, the salary scale, the benefits attached to the post and conditions of employment.
- 10.11 Unsuccessful finalists will be notified in writing and/or telephonically when the successful candidate has indicated his/her acceptance of the offer of employment at the District Municipality. If no suitable candidate has been identified, the municipality may re-advertise the post.
- 10.12 A formal letter will then be drafted by the Human Resource Section and forwarded to the successful candidate together with full details of the Conditions of Employment of the Municipality.

11. RECORD KEEPING

- 11.1 The Human Resources Department shall keep adequate records of the selection process including the following:
- Copy of the advertisement
 - Copy of the long list (all applications received)
 - Copy of the short list
 - Structured interview questionnaires with scores
 - Attendance registers
 - Verification of educational qualifications
 - Reference checks
- 11.2 All records must be maintained for a minimum period of twelve (12) months after which no correspondence will be entered into with regards to the same records.

12. PROMOTION

Promotion of staff will occur either as a result of an upgrade of a position by a job evaluation process or through an appointment of an internal employee to a higher position after the latter position had been advertised, at least internally.

13. DEMOTION

Demotion of staff will occur either as a result of downgrade of a position by a job evaluation process or as a sanction/sentence meted out by a disciplinary tribunal.

14. TRANSFER

Ehlanzeni District Municipality transfer means a horizontal or lateral move from one position to another position with the same post level and salary scale. A transfer will therefore not involve a move to a new position with either a higher or lower salary scale.

15. PAYMENT OF TRAVELLING AND ACCOMMODATION COSTS

Payment for travelling and accommodation costs for candidates attending interviews will be dealt with in terms of the existing Subsistence and Travelling Policy of Council which may be amended from time to time.

16. DISPUTE RESOLUTION

Any dispute relating to both the interpretation of the provisions of this policy as well as the Municipality decision on any specific recruitment matter shall be dealt with in accordance with the dispute resolution mechanism provided for in the applicable Labour Relations legislation.

17. REVIEW AND AMENDMENT OF POLICY

This policy shall be reviewed annually or as and when there are changes in legislation or whichever shall come first in consultation with Local Labour Forum (LLF), but can only be amended by Council.

18. SHORT TITLE AND APPLICATION

This policy shall be called Policy and Procedure for Recruitment and Selection of Staff for Ehlanzeni District Municipality, and shall come into operation once it is approved by Council.