



INGQUZA HILL

LOCAL MUNICIPALITY

RECRUITMENT, SELECTION & PROMOTION POLICY

REVIEWED ON 2019

1. PREAMBLE

The purpose of this Policy is to provide guidelines to be followed when recruiting Candidates for Employment, selection & Promotion in the Ingquza Hill Municipality. This is in line with relevant Legislation and applicable guidelines pertaining to Recruitment.

2. DEFINITION OF CONCEPTS

Employee- a person who holds a temporary or permanent post on the fixed establishment of the Municipality including those held additional to the establishment.

Candidate: A person who is not yet employed in an advertised post but who has shown interest in the Post by applying for it.

Affirmative Action: A programme that seeks as its main objective to redress past imbalances by giving preference to those that gives the true reflection of the population within the Institution.

Historically disadvantaged: employees and prospective employees who were previously disadvantaged on the basis of race, gender and disability.

Recruitment: is a process by which skilled and competent individuals are absorbed and appointed on the fixed establishment of an organization.

Selection refers to a process of determining the most suitable prospective employee to be appointed through the selection techniques, interviewing, reference /data checking etc.

Promotion: Means an employee will undergo recruitment , selection & promotion processes and procedures guided by the policy and applicable legislation, gets appointed in a senior post with in the municipality and that will be regarded as promotion.

The creation of position in the offices of councilors is done in the manner determined in this policy.

The filling of a post assigned to a councilor may not follow the normal recruitment process.

Any person employed in a post assigned to the Councilor must be appointed in terms of a written fixed term contract entered into with the Municipal Manager.

The employee appointed to work for or assigned to a political office bearer or full time councilor of the Ingquza hill Local Municipality shall be appointed over a period of 5 years on a fixed term contract subject to meeting the minimum post requirements

if the political change that will affect an employee attached to the political offices due to operational requirements and circumstances of such a change that are beyond the scope of the municipality staff attached to the political principals shall be placed in a funded vacant post in line with post requirements if they meet the minimum requirements of such posts or wherein the vacant post is unfunded therefore the incumbent shall move with the post funding.

Notwithstanding any provision to the contrary contained in this policy the Municipal Manager must consult the councilor concerned before appointing any employee(s) assigned to such a councilor.

6. ENGAGEMENT OF CASUAL WORKERS

The municipality may, from time-to-time decide to engage the services of casual workers. The workers may only be engaged under the following conditions:-

- The period of employment of Casual workers shall not exceed 3 months;
- The Municipal Manager may extend the services of temporary employees (when there is a need) by a period not exceeding 3 months;
- No temporary employee can serve more than a period of 6 consecutive months.

as an effort to encourage upward mobility and to allow the transfer of skills and expertise within the Institutional departments.

External Advertising- takes place when advertising is open to all Candidates within and outside the municipality. External advertising is mandatory for positions equivalent to that of the section 57 manager and upwards. This is inline with the objective of ensuring that the local public service is in the hands of highly skilled individuals who are capable to deliver excellent services.

Skills Search (Head Hunting) - This individually based method of recruitment can be used to seek suitable Candidates for positions where difficulty is experienced to recruit them as well as Candidates from historically disadvantaged groups. The same normal recruitment procedures still apply when an individual is headhunted. This method will be applied as a last resort when all attempts through open recruitment have failed.

Scarce Skill and Rural allowance. See Retention Strategy

Internships: Shall take a period of 24 months only and shall not be renewed under any circumstance, No reminder shall be sent at the end of the 24 months contract regarding the expiry of the contract.

Employment Agencies- Employment agencies may be used if advertising fails to yield suitable Candidates, to act as Intermediaries between the employer and the prospective employees.

Affirmative Action- It is not unfair discrimination to take affirmative action measures consistent with the Employment Equity Act. It is also not unfair to distinguish, exclude or prefer any person on the basis of inherent requirement for the job. Schedule 7 (Part B- item 2(2) b & c of the Labour Relations Act, 1995 is in agreement with the above statement.

8.2 APPOINTMENTS ON CONTRACT

Department should base their employment contracts on one of the two broad types of Contracts.

8.7.3 REFERENCE CHECKING

It is a must to conduct reference check in order to verify information gathered during the screening of the CV's and the interview. Reference checking should take place at any stage of the recruitment process but preferable on the short listed candidates.

8.7.4 INTERVIEW

The interview provides the opportunity for direct contact between the employer and the prospective employee. It is important therefore for both parties to obtain as much information as possible about each other at this stage. An interview requires a certain amount of honesty and openness from both parties so that it can run smoothly. Interviewing candidates from culturally and or socially diverse backgrounds requires a degree of flexibility.

Only questions, which will determine the suitable candidate to perform a job sufficiently as outlined in advertised post, serve as the basis on which a questionnaire can be formulated. It is crucial therefore that the panel should agree on common guidelines to be followed during a particular interview. It is essential that bias and unfair tendencies be eliminated from the process by adopting common guidelines in an effort to achieve uniformity.

8.9 STAGE 3: APPOINTMENT

Appointing a candidate for the job involves three things namely, issuing a letter of appointment, placement and probation period. Those candidates who have not been successful during the interview should be informed after the appointed candidate has accepted his appointment in writing so that the recruitment process is complete. The main reason that the appointed candidate should be given the appointment letter first is to ensure that the appointed candidate is still interested in the job as it is not impossible for one to change his / her mind about a particular job at the last minute. This can happen as a result of being offered another post elsewhere during recruitment process or there can be other reasons for such an act.

allowances will implemented in accordance with the adopted policies of the Municipality, the Basic Conditions of Employment Act of 1997 and the South African Bargaining Councils' (SALGBC) Main Collective Agreement and its amendments.

8.11 CONDUCT AND CONFIDENTIALITY

If a chairperson is satisfied with the contents of submission, it must then be signed by all members of the panel and submitted to the relevant authorized persons for approval. No promise should be made or expectations rose to a candidate in any intermediate phase of the process to fill a post. No communication as to the filling of a post may be directed to a candidate before a decision has been made and written approval from the relevant authority has been given to the appointed candidate.

All processes regarding the filling of post should be lawful and fair and as such, are subject to review if a valid dispute arises. The prescribed procedures and requirements should therefore be strictly adhered to and the whole process should be documented. Records of the process should be filled and kept safe so as to be revised whenever a need to do so arises.

8.12 APPOINTMENT LETTER

A candidate becomes the employee of the municipality when an appointment letter is given to him/her and the recruitment process become complete when she/ he signs the letter. The appointment contract letter should contain the following:

- Full name and address of the employer
- Name and Occupation of the employee
- Place of work and where the employee is required or permitted to work
- Date on which the employment begin
- Information about the probationary period and its conditions thereof
- Employees ordinary hours of work and days of work
- Rate of pay overtime
- Other cash payments that the employee is entitled to