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1. ACRONYMS

HIV/AIDS: Human Immunodeficiency Virus / Acquired Immunodeficiency Syndrome

HOD: Head of Department

HR: Human Resource

HRM: Human Resource Management

LEDET: Limpopo Economic Development, Environment and Tourism

MEC: Member of the Executive Council

SMS: Senior Management Services

2. INTRODUCTION

2.1 Recognizing the need for the Department to comply with legislation governing the recruitment, selection and appointment of candidates with the necessary skills and competencies through a system of fair, consistent, transparent and efficient way to enhance quality performance and provision of total quality improvement service.

2.2 The recruitment process aims to ensure fairness, efficiency and the achievement of a representative Public Service through Employment Equity.

2.3 Further that recruitment of personnel is the prime instrument for obtaining the skills necessary to meet the Department’s strategic and operational needs and for achieving employment equity goals, the Department of Economic Development, Environment and Tourism introduces a policy, which shall be known as Recruitment and Selection.

3. PURPOSE AND OBJECTIVES

3.1 To provide guidelines geared towards ensuring that the Department complies with all the regime governing the provision of personnel through a system characterised by a fair, consistent, transparent and efficient conduct.

3.2 This policy shall be linked to a succession planning and as such, internal recruitment from salary level 1 to 12 shall take precedence over external recruitment, except if specific qualities are required in line with the transformation of the public service.
3.3 To provide measures ensuring that the selection criteria used within the Department is objective, relevant to the inherent requirements to the job and consistently applied.

3.4 To facilitate proper and timeous decision-making process and also consistent application of rules and decisions within line function managers.

3.5 To provide guidance in the thinking, decisions and actions of managers and their subordinates towards the implementation of the Department's objectives and strategies to engender total quality and improved service delivery.

4. AUTHORITY OF THE POLICY

The policy is issued under the authority of the MEC as the Executive Authority and the HOD as the Accounting Officer for the Department.

5. LEGAL FRAMEWORK

This policy is informed by the following legal mandates:

5.2 Labour Relations Act, Act No. 75 of 1997.
5.3 Public Service Act, 1994, as amended.
5.4 Public Service Regulations, 2001, as amended.
5.6 Employment Equity Act, No. 55 of 1998.
5.8 Basic Conditions of Employment Act, No. 75 of 1997.
5.9 Promotion of Access to Information Act, 2000.

6. SCOPE OF APPLICATION

This policy is applicable to all employees of the Department of Economic Development, Environment and Tourism.
7. DEFINITIONS

“Employee” means a person employed within the Department of Economic development, Environment and Tourism in terms of the Public Service Act, 1994 as amended;

“Establishment” means the total number of the approved posts and reflects the actual personnel requirement of the Department;

“Executive Authority” means a Member of the Executive Council for the Department of Economic Development, Environment and Tourism;

“External” means positions advertised outside the public service and meant for all qualifying members of the public;

“Inherent requirements of a job” means competencies that an employee needs in order to carry out a job;

“Internal” means positions advertised within the entire public service and specifically meant for all public service employees;

“Job” means basic duties, tasks, function, competency requirement and responsibilities that are defined and specific that can be measured and rated in terms of the job description; and

“Post” means a post on the approved establishment for which financial provision exists.

8. POLICY PRONOUNCEMENTS

8.1 MAJOR POLICY PRINCIPLES

It is the responsibility of the HOD to ensure that all funded vacant posts are filled to provide capacity to the Department so it can meet its mandates and those of the government in general.

8.1.1 Employment Equity

a) The recruitment of staff must be done in line with the employment equity needs of the Department as reflected in the approved Employment Equity Plan.

b) The targeted employment equity requirement in terms of race, gender or disability shall be reflected in each advertisement.

c) Due regard must be given to the Department’s need for diversity including all spheres of equity. These preferences shall be indicated in each advertisement.
8.1.2 Affirmative Action

Affirmative action policy shall be used to speed up the creation of a representative and equitable public service and to give practical support to those who have been previously disadvantaged by unfair discrimination to enable them to fulfill their maximum potential.

8.1.3 Operational Requirements

a) Filling of positions will be aimed at obtaining and retaining skills that will optimally meet the operational needs of the Department in order to achieve the strategic goals and objectives of the Department.

b) The internal recruitment for level 1 – 12 will take precedence over external recruitment except if specific qualifications and skills determine otherwise.

8.1.4 Non-Discrimination and Fairness

a) The process of selection should not unfairly discriminate against any applicant on the grounds of race, colour, gender, disability, age, religion, belief, culture, marital status, sexual orientation, domestic circumstances or any arbitrary ground.

b) Applicants, including those who do not meet the requirements for the posts or who are unsuccessful, must be treated fairly. In this case, a candidate must be informed of their success or otherwise, unless it was mentioned in the advertisement that no response from the Department within a specific period implies an unsuccesfull application.

8.1.5 Objectivity and Equity

All candidates must be measured against the same objective criteria. Such criteria should be drawn up in advance.

8.1.6 Transparency

In order to be able to demonstrate the openness and fairness of the selection process, written records (which should be easily accessible), must be kept relating to the criteria used in selecting interviewers, the selection criteria applied, the assessment rating of individual candidates and the basis for the decision or choice.
8.1.7 Nepotism

a) Where conflict of interest arises in the making of any decision regarding employment, the HOD shall make a decision only after considering a recommendation of an independent panel consisting of at least two persons.

b) The HOD shall make written record as to the reasons for any deviations from the recommendations of an independent panel.

c) The HOD, employees or prospective employees shall not accept or seek material compensation of any kind in return for specific employment decisions.

d) Employees do not have to inform their Manager or Supervisor of an application made for positions. The confidentiality of all applications must be respected by both Records and Human Resource Management and the selection panel.

8.1.8 Cost Effectiveness

Recruitment must be conducted in an affordable and cost effective manner.

8.2. POLICY PROVISIONS

8.2.1 Post Establishment

Human Resource Management directorate will maintain a record of all approved posts and shall monitor all appointments against the posts according to the approved staff establishment.

8.2.2 Advertising

a) Line managers should ensure that appropriate job descriptions are developed for each post and that job specifications in line with the job description are developed and submitted to Human Resource components when posts are advertised.

b) A motivated request to fill a vacant post will be submitted to the HOD for approval before commencing with the recruitment process.

c) Information about the post such as requirements and media of advertisement should form part of the request. Medium of advertisement must be decided taking into account the target group.

d) All vacancies from level 1 to 12 shall be advertised internally first, unless otherwise approved by the HOD. All senior management positions shall be advertised externally in the open market.
e) Advertisement must account for and contribute to a just and fair process with regard to the filling of posts.

f) An advertisement must acknowledge and adhere to the principle of equal employment opportunities and ensure that any person who should qualify will be considered without discrimination.

g) Any vacant post in the senior management service shall be advertised nationwide and shall be subjected to competency assessment.

h) All advertised posts shall indicate a 12 months probation period.

i) Applications received within 5 working days after the closing date bearing the Post Office stamp of the closing date will be considered. The aforesaid application must have been posted on or before the closing date.

8.2.3 Selection Committee

a) A selection committee shall be appointed by the HOD to make recommendations on candidates and appointments to specific posts.

b) A selection committee shall be constituted by at least three (3) members who are employees of a grading equal to or higher than the grading of the post to be filled. At least one of the three members must be an external member.

c) A chairperson of the selection committee shall be of a grading higher than the post to be filled.

d) A selection committee shall consist of persons, who are conversant with the relevant field location of the post.

e) The role of a selection committee is to objectively determine the suitability for appointment of the various candidates for shortlisting and interviewing.

f) Labour Organisations and Employment Equity Unit must form part of the selection committee as observers.

g) The HRM component is responsible for the logistical arrangements of the recruitment process.

h) An employee within HRM component will provide secretariat services, ensure that the selection committee complies with all the requirements in the advert and advice the selection committee accordingly.
i) The principle of representation in the context of employment equity shall be adhered to when appointing a selection panel.

8.2.4 Short-listing

a) Only candidates, who have applied and are on record of applicants for the advertised posts shall be considered for short-listing.

b) Where more than one post was advertised, an applicant for another post shall not be considered for any other post for which an application was not lodged.

c) Where a doubt exists, reference checks on the authenticity of qualifications for candidates on short-list shall be done before the date of interview.

d) Short-listed candidates must meet the requirements of the posts and certified copies of the Identity document, qualifications and other requirements must be attached to the applications. Failure to do so will result in the application being disqualified.

8.2.5 Interview

a) Interview questions to all candidates should be structured to ensure consistency.

b) Candidates for the same post, shall be subjected to same selection instrument or techniques.

c) A record of the interview proceedings shall be kept so that in case of any disputes, records can be available for reference.

d) The selection committee shall make recommendation on the appointability of candidates after considering the following:

   aa) Information based on valid methods, criteria and/or instruments for selection that are free from any bias or unfair discrimination.

   ab) The training, skills, competence and knowledge based on the inherent requirements of the job.

   ac) The needs of the Department for developing human resources.

   ad) The Department’s affirmative action programme.

e) The selection committee shall record the reasons for its decision with reference to the criteria used.
f) When an executing authority does not approve a recommendation of a selection committee, she or he shall record the reasons for her or his decision in writing.

g) The secretariat shall record the recommendation of the selection committee.

h) Similar procedures and guidelines must be applied for internally and externally advertised posts.

8.2.6 Subsistance and Traveling Allowance

The Department does not pay any subsistance and travelling allowance, which includes transport, accommodation and flights for candidates attending interviews. This must be reflected in the post advertisement.

8.2.7 Security Clearance

a) Security clearance shall be done for all SMS members.

b) Security clearance shall also be done for all recommended candidates.

8.2.8 Competency Assessment

a) All SMS members shall be subjected to a competency assessment.

b) The results of competency assessment form part of the recommendation by the selection committee and may also be used for development purpose in terms of performance management system.

8.2.9 Reference Checks

a) Reference checks may be done before and after the selection process, depending on the information necessary for the post.

b) The chairperson of the selection committee shall appoint a member from the panel to do reference checks. It is highly preferable that the committee makes direct contact with referees rather than rely on written reports presented by applicants.

c) Key points obtained from referees must be documented and read back to applicants for verification. Any adverse comments obtained from referees must be provided to the applicant for comment prior to the process being finalized.
8.2.10 Medical Examination

a) Candidates short-listed for interviews may be requested to supply medical information in line with legislative requirements, only if it is an inherent requirement of the post.

b) Medical examinations will not, however, include pre-employment testing for HIV/AIDS unless it is legally justifiable.

8.2.11 Appointment

a) The Senior Manager:HRM must ensure at all times that the recommendations of the selection committee are in compliance with the advertisement and applicable prescripts to avoid unnecessary disputes premised on unfair labour practices.

b) All recommendations in respect of appointments from salary levels 1 to 12 shall be submitted to the HOD for approval, in instances where the function is delegated by the MEC, as the Executive Authority, whereas in respect of appointments from salary levels 13 and above, all recommendations shall be submitted to the MEC for approval.

c) The selection committee may identify and recommend its first or second or third candidates for appointment. Only after the offer of appointment has been declined in writing by the first candidate, then the second candidate must be considered, and if the second candidate also declines the offer of appointment, then the third candidate may be considered for appointment.

d) The recommendations of the selection committee must be submitted to the MEC in writing by the SM: HRM for approval.

e) Before making a decision on an appointment or the filling of a post, the MEC shall also:

    aa) Satisfy himself or herself that the candidate so recommended qualifies in all respect for the said post and that the candidate’s claims in his or her application for the post have been verified.

    ab) Record in writing that the verification was done.

f) Appointment can only be communicated to the successful candidate after written approval has been obtained and successful security vetting is done.

g) A candidate appointed to a post shall be issued with an officially signed appointment
letter stipulating the appointment date, commencement salary, the terms and conditions of employment including all service benefits accruing to the employees offered by the Department.

h) A personal file for newly appointed employees must be opened within 30 days of appointment.

8.2.12 Appointment on Contract or Additional Employment

a) An Executing Authority may, within the relevant budget, employ persons on contract or additional to the approved establishment where:

   aa) The incumbent of a post is expected to be absent for such a period that his or her duties cannot be performed by existing personnel.

   ab) A temporary increase in work occurs.

   ac) It is necessary for any other reason to temporarily increase the staff of the Department.

b) The employment contract should stipulate the duration of employment, duties to be performed and the remuneration offered by the Department.

8.2.13 Offers and Counter Offers of Employment

a) The Department shall negotiate a counter offer with a serving official of the Department, who is offered employment outside the Department and has already accepted the offer, on the following terms and conditions:

   aa) The head of the unit recommends to the HOD for MEC’s approval that the affected employee possesses the requisite scarce skill and competency of the job within the department.

   ab) There exists a vacant budgeted post within the departmental structure, which is equivalent or immediate higher to the notch the Department intends to counter offer.

8.2.15 Exit Interview

An exit interview must be concluded whenever an individual leaves a position through resignation and transfer.

8.2.15.1 Purpose

The purpose of an exit interview is to:
aa) Evaluate and identify requirements for the replacement.

ab) Ascertain the reason for resignation.

ac) Review the competency standards for the position.

ad) Provide input for the completion of the job evaluation and recruitment specifications.

ae) Ascertain how the individual feels about the Department.

9. DEFAULT

An employee who fails to comply with the provisions of this policy shall be dealt with in terms of the Public Service Disciplinary Code and Procedures for public services as amended.

10. INCEPTION DATE

The inception date of this policy is 30 (thirty) days after approval by the Head of Department.

11. POLICY REVIEW

This policy shall be reviewed every 24 (twenty four) months.

12. TERMINATION

The policy shall remain in force until or unless it is withdrawn and/or amended.

13. ENQUIRIES

Enquiries with regard to any matter relating to this policy must be directed to the Office of the Senior Manager: HRM.

14. APPROVED BY:

[Signature]

HEAD OF DEPARTMENT: LEDET

DATE: 04/12/2013