



# LIMPOPO

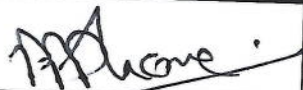
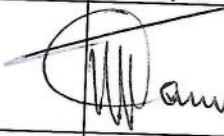


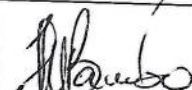
**PROVINCIAL GOVERNMENT**  
REPUBLIC OF SOUTH AFRICA

**OFFICE OF THE PREMIER**

**RECRUITMENT AND SELECTION POLICY**

Document Approval Page

RECRUITMENT AND SELECTION POLICY

|                                      | Person               | Signature   | Date       |
|--------------------------------------|----------------------|---|------------|
| Director General                     | Dr. P.P. PHEME       |   | 26/02/2015 |
| Senior General Manager -             | Mr. E. Managa        |   | 23/02/2015 |
| General Manager – Corporate Services | Mr. Martin Madubanya |   | 19/02/2015 |
| Senior Manager:                      | Mr. T. NEMAKONDE     |   | 18/02/2015 |
| Manager –                            | Ms. T. Bambo         |  | 18/02/2015 |
|                                      |                      |   |            |
|                                      |                      |   |            |

**DOCUMENT DISTRIBUTION LIST**

|  |   |                                       |             |
|--|---|---------------------------------------|-------------|
| <b>Document ID</b>                         | <b>RECRUITMENT AND SELECTION POLICY</b> |                                       |             |
| <b>Document Title</b>                      | <b>RECRUITMENT AND SELECTION POLICY</b> |                                       |             |
| <b>Revision</b>                            |   |                                       |             |
| <b>Revision date</b>                       |   |                                       |             |
| <b>Distribution</b>                        | <b>Copy No</b>                          | <b>Signature</b>                      | <b>Date</b> |
| Master Copy                                | 1                                       | Office of the Premier – Main Registry |             |
| Corporate Services                         | 2                                       |                                       |             |
| Strategic planning and Policy Coordination | 3                                       |                                       |             |
| Copy                                       | 4                                       |                                       |             |
| Copy                                       | 5                                       |                                       |             |

**DOCUMENT CHANGE INDEX**

**Document Change Record - Printed Documents**

| <b>Rev. No.</b> | <b>Document details</b> | <b>Author(s)</b> | <b>Revision Date</b> |
|-----------------|-------------------------|------------------|----------------------|
| Draft 1.0       |                         |                  |                      |
| Draft 1.0       |                         |                  |                      |

**Document Change Record – Electronic Media**

| <b>File Name</b>                    | <b>Description</b> | <b>Software Package</b> |
|-------------------------------------|--------------------|-------------------------|
| 1. RECRUITMENT AND SELECTION POLICY |                    |                         |
|                                     |                    |                         |
|                                     |                    |                         |

## Table of Contents

|   |   |
|---|---|
| 1. ACRONYMS AND ABBREVIATIONS .....           | 2 |
| 2. DEFINITIONS .....                          | 2 |
| 3. INTRODUCTION .....                         | 2 |
| 4. PURPOSE AND OBJECTIVES OF THE POLICY ..... | 3 |
| 5 AUTHORITY OF POLICY .....                   | 3 |
| 6. LEGAL FRAMEWORK .....                      | 3 |
| 7. SCOPE OF APPLICATION .....                 | 4 |
| 8. POLICY PRONOUNCEMENTS .....                | 4 |
| 8.3.1 Employment Equity .....                 | 4 |
| 8.3.2 Operational Requirements .....          | 4 |
| 8.3.3 Non-Discrimination and Fairness .....   | 4 |
| 8.3.4 Objectivity and Equity .....            | 4 |
| 8.3.5 Transparency .....                      | 4 |
| 8.3.6 Cost Effectiveness .....                | 5 |
| 9. DEFAULT .....                              | 6 |
| 10. INCEPTION DATE .....                      | 6 |
| 11. TERMINATION AND REVIEW CONDITIONS .....   | 6 |
| 12 ENQUIRIES .....                            | 6 |

## 1. ACRONYMS AND ABBREVIATIONS

|             |   |
|-------------|---|
| <b>SMS</b>  | Senior Management Services                  |
| <b>EEP</b>  | Employment Equity Plan                      |
| <b>HRP</b>  | Human Resource Plan                         |
| <b>HR</b>   | Human Resource                              |
| <b>CORE</b> | Code of Remuneration                        |
| <b>KRA</b>  | Key Performance Area                        |
| <b>DPSA</b> | Office of Public Service and Administration |
| <b>OTP</b>  | Office of the Premier                       |

## 2. DEFINITIONS

|  |  |
|--|--|
| <b>Recruitment</b>   | Recruitment entails all the actions that are undertaken by the Office to attract job applicants with relevant and / required competencies to fill vacant funded posts    |
| <b>Selection</b>   | is a process that entails all steps to eliminating job applicants who do not meet the specific minimum job requirements and appointing those applicants who are suitable |
| <b>Employee</b>  | A person employed in terms of the Public Service Act, 1994 as amended, irrespective of rank or position  |
| <b>Designated groups / historically disadvantaged groups</b> | Refers to Blacks (African, Coloured and Indians), Women and People with disabilities   |
| <b>Redeployment</b>  | The objective of this process is to move an employee to another Office or position due to operational reasons/ requirements  |

## 3. INTRODUCTION

3.1 The Constitution of the Republic of South Africa, 1996, mandates that the best human resources practice needs to be cultivated in employment and personnel management. Recruitment and selection needs to be based on ability, objectivity, fairness and the needs to redress the imbalances of the past to achieve broad representation at the workplace and in employment opportunities.

3.2 This policy framework has been developed by taking into consideration legislative and policy requirements. It is also an endeavour to support the human resource plans of the Office in its quest to attract the relevant competencies in the labour market. In order for this policy framework to be effective, it must be implemented with due consideration of job descriptions and related human resource strategies and / or policies on career development, performance management and employment equity.

#### **4. PURPOSE AND OBJECTIVES OF THE POLICY**

4.1 The purpose of this policy is to provide guidance within the Office for recruitment, selection and filling of vacant funded posts, with the key objective of reaching the vast pool of potential applicants who will deliver on the mandate of the Office (especially historically disadvantaged individuals). It is also promote the principles of fairness, efficiency and effectiveness when selecting and appointing employees to vacant posts.

4.2 The objectives of this policy is to assist the Office with the following:-

- 4.2.1 To attract and retain competent and suitably qualified candidates based on the requirements of the position;
- 4.2.2 To promote the use of an integrated, systematic and fair approach to select the most suitable person for the position;
- 4.2.3 To create a representative and equitable staff complement by supporting the implementation of the Office's Employment Equity Plan.

#### **5 AUTHORITY OF POLICY**

5.1 This policy is issued under the authority of the Premier as the Executing Authority and the Director General as the Accounting Officer for the Office of the Premier in Limpopo Province.

#### **6. LEGAL FRAMEWORK**

- 6.1 Public Service Act ( Procl 103 of 1994;
- 6.2 Public Service Regulations of 2001;
- 6.3 Employment Equity Act, 55 of 1998;
- 6.4 Skills Development Act, 97 of 1998;
- 6.5 Constitution of South Africa, 1996;
- 6.6 Labour Relation Act, 66 of 1995(as amended);
- 6.7 Basic Conditions of Employment Act, 1997 (as amended)
- 6.8 White Paper on Affirmative Action;
- 6.9 White Paper on Human Resource Management;
- 6.10 White Paper on the Transformation of the Public Service;
- 6.11 Promotion of Access to Information Act (PAIA), 2000;
- 6.12 Promotion of Administrative Justice Act (PAJA),2000;
- 6.13 National Archives and Records Service of South Africa Act, 43 of 1996;
- 6.14 Handbook on SMS, January 2003
- 6.15 Relevant Circulars issued by DPSA (such as Financial Manual)

## **7. SCOPE OF APPLICATION**

This policy, except where otherwise indicated, is applicable to all employees within the Office of the Premier, Limpopo Province.

## **8. POLICY PRONOUNCEMENTS**

8.1 The Accounting Officer shall ensure that funded vacant posts are filled to avoid under expenditure on compensation of employees.

8.2 It is the responsibility of the HR division together with the responsible division in the Office of the Premier to ensure that posts on the approved organizational structure are filled.

8.3 The Office shall uphold the following Principles in the Recruitment and Selection process.

### **8.3.1 Employment Equity**

8.3.1.1 The Office shall put in place Employment Equity and HR plans that will set targets for specific employment equity objectives, in particular to achieve race, gender and disability balance on an annual basis.

### **8.3.2 Operational Requirements**

8.3.2.1 The Recruitment and Selection policy shall be linked to succession planning and as such internal recruitment shall take precedence over external recruitment, except if specific qualifications are required in line with the transformation of the office.

### **8.3.3 Non-Discrimination and Fairness**

8.3.3.1 The Office of the Premier is committed to an inclusive selection process regardless of race, colour, gender, disability, age, religion, belief, culture, marital status, sexual orientation, domestic circumstances or any arbitrary ground such as nepotism.

8.3.3.2 Applicants, including those who do not meet the requirements for the posts or who are unsuccessful, shall be treated fairly and in line with the Promotion of Access to Justice Act (PAJA). A letter shall be written to a candidate to inform him/her of the success/unsuccessful application unless mentioned in the advertisement, that no response from the Office within a specific period, implies an unsuccessful application.

### **8.3.4 Objectivity and Equity**

All candidates should be measured against the same objective criteria with due regard to the need for diversity and the representation within the Office. The criteria for recruitment and Selection should be drawn up in advance.

### **8.3.5 Transparency**

The Office shall ensure openness and fairness of the selection process. Obligation of keeping records which includes the following (which should be easily accessible), shall 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.

The Executive Authority or his/her delegate shall make a decision only after considering a recommendation of an independent panel.

An Executive Authority or his/her delegate shall make written record as to the reasons for any deviations from the recommendations of an independent panel.

The Executive Authority and/or his/her delegate, employees or prospective employees shall not accept or seek material compensation of any kind in return for specific employment decisions.

Employees do not have to inform their Manager/Supervisor of an application made for positions.

The confidentiality of all applications shall be respected by both Registry and Human Resource Divisions and the Selection Panel

### **8.3.6 Cost Effectiveness**

- 8.3.6.1 Recruitment shall be conducted in an affordable and cost effective manner.
- 8.3.6.2 The selection process shall commence after the closing date of the advertisement and concluded when a recommendation is made regarding the selection of the most suitable candidate to the position.
- 8.3.6.3 The OtP is committed to achieving a workforce that will be broadly representative through Human Resource Management practices that are based on transparency, objectivity, fairness and efficiency.
- 8.3.6.4 The suitability of a candidate for a vacant post shall be determined by applying merit, efficiency, skill and employment equity principles with due consideration to the specific appointment requirements as stipulated in the advertisement.
- 8.3.6.5 Qualification, level of training, appropriate experience, suitability and potential for a specific post including compliance to the advertisement directions serve as additional important criteria that must be taken into consideration during the selection process.
- 8.3.6.6 Uniform standards have to be maintained during the selection process in order to ensure equal treatment and fair competition amongst all selected candidates.

### **8.3.7 Types of Selection Methods**

The Office of the Premier shall follow the following selection methods / procedures to determine the suitability of candidate:

- 8.3.7.1 Selection interviews
- 8.3.7.2 Competency assessment for SMS
- 8.3.7.3 Reference checks
- 8.3.7.4 Vetting of candidates information, including qualifications



### **8.3.8 The Selection and interview Committee**

- 8.3.8.1 The Selection and interview committee shall consist of at least three but not more than five members of the grading equal to or preferably higher than the grading of the post to be filled.
- 8.3.8.2 The chairperson shall be an employee of a grading higher than the post to be filled and from a relevant division.
- 8.3.8.3 All representative trade unions shall be requested to send a representative to observe during selection and interview process.
- 8.3.8.4 Human resource representatives shall be part of the selection panel to perform secretariat and advisory duties both for final selection and interview process

### **9. DEFAULT**

9.1 Any employee who contravenes the provisions of this policy and related legislation shall lead to violations of the Public Service Code of Conduct or any rules or policies, that employee may be charged with misconduct and the necessary disciplinary measures will be taken against him / her.

### **10. INCEPTION DATE**

The inception date for this policy will be within 30 days after the approval by the Executive Authority.

### **11. TERMINATION AND REVIEW CONDITIONS**

- 11.1 This policy shall be reviewed at least every 24 months or whenever conditions dictate based on the comments and inputs from the stakeholders and or change in Legislative Frameworks.
- 11.2 This policy will remain in force until it has been withdrawn and amended by Accounting Authority

### **12 ENQUIRIES**

All enquiries regarding this policy will be directed to the Sub Division: Human Resource Practices in the Office of the Premier: Limpopo Province.