



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF
SPORT, ARTS AND CULTURE**

RECRUITMENT, SELECTION & APPOINTMENTS

Policy Name	RECRUITMENT, SELECTION & APPOINTMENTS
Domain	Human Resource Management
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1. ACRONYMS AND ABBREVIATION

MEC	Member of Executive Council
HOD	Head of Department
HRM	Human Resource Management
SMS	Senior Management Services

2. INTRODUCTION

Employment practices shall ensure employment equity, fairness, efficiency and achievement of a representative public service. It is the responsibility of each department to ensure that recruitment and selection practices are aligned to the legislative and regulatory framework. Flexibility in addressing various challenges, which may be confined, to different departments should not compromise the integrity of the department and /or the province regarding how the recruitment and selection processes are handled.

The existing challenges should not hinder the process of attracting suitable candidates and retain appropriate employees.

3. PURPOSE OF THE POLICY

To create an appropriate procedure framework for recruitment, selection and appointment

4. AUTHORITY OF THE POLICY

This policy is authorized and issued by the MEC for Limpopo Provincial Department of Sport, Arts and Culture. The policy resides with the HRM sub-branch, which is responsible for its implementation and monitoring.

5. LEGAL FRAMEWORK

- a) Constitution of the Republic of South Africa, 1996, (Act No. 108 of 1996).
- b) The Public Service Regulation, 2001
- c) The Public Service Act, 1994.
- d) Senior Management Service handbook, January 2003.
- e) Employment Equity Act, No. 55 of 1998
- f) White Paper on Affirmative Action in the Public Service-1998.
- g) Basic Conditions of Employment Act, No.75 of 1997.

6. SCOPE OF APPLICATION

This policy shall be applicable to all employees of the Department of Sport, Arts and Culture appointed or recruited in terms of the Public Service Act, 1994.

7. DEFINITION OF TERMS

- a) Department shall mean the Limpopo Department of Sport, Arts and Culture.
- b) HRM shall mean Human Resource Management
- c) HR shall mean Human Resource

8. POLICY PRONOUNCEMENTS

- a) All Funded vacant post should be filled
- b) Post should be filled within 60 days of being vacated
- c) Recruitment , Selection and appointment should cover people with disabilities
- d) Recruitment, Selection and appointment should consider gender balance

8.1. MAJOR POLICY PRINCIPLES

- a) It is the responsibility of the Accounting Officer to ensure that funded vacant Posts are filled to avoid under expenditure on personnel budget.
- b) It is the responsibility of the HR sections to ensure that posts on the Organizational structure is filled.
Line managers should ensure that appropriate job descriptions and job specifications are drawn and submitted to HR components.

8.2 ADVERTISING

- a) A motivated request to fill a vacant post is submitted to Executing Authority or delegated employee before starting with the recruitment process.
- b) Information about the post e.g. requirements and media of advertisement should form part of the request. Medium of advertisement should be decided upon, taking into account the target group.
- c) Internal advertisement should get preference depending on the nature of post.
- d) Advertisement must account for and contribute to a just and fair process with regard to the filling of posts.
- e) An advertisement must acknowledge and adhere to the principle of equal employment opportunities and ensure that any person who may qualify will be considered without discrimination.
- f) An advertisement should not favour or prejudice any prospective candidate who possesses knowledge, skills and competence.
- g) Any vacant post in the senior management service (SMS) shall be advertised nationwide (PSR C.2.3).

8.2.1 Basic Information for an Advertisement

- a) An advertisement should carry the following information:
 - a. Key performance areas (duties) attached to the post
 - b. Minimum requirements in respect of qualifications and competencies
 - c. Level of the post and designation
 - d. Salary level

- e. Salary range or notch on appointment
- f. Center where the post is located
- g. Closing date
- h. Address to which applications are to be submitted or posted
- i. Enquiries (that is, contact person concerning the advertisement)
- j. External and internal advertisements shall carry the same information.

8.2.2 Receipt of Applications

- a) The responsibility of receiving applications for the advertised post rests with the human Resource Management (HRM) component
- b) Acknowledgement of date of receipt shall be done per date stamp on applications.
- c) Applications, which may be received in a department, which did not advertise the post/s, will be acknowledged per date stamp before being referred to the rightful department.
- d) Applications received shall be recorded.
- e) Applications received after the closing

8.3 SELECTION

8.3.1 Shortlist

- a) Only candidates who have applied and are on record of applicants for the advertised posts shall be considered for shortlist.
- b) Where more than one post was advertised, an applicant for another post cannot be considered for any other post for which an application was not lodged.
- c) Reference checks on authenticity of qualifications for candidates on shortlist where a doubt arose shall be done before the date of the interview.

8.3.2 Selection Committee

- a) The role of a selection committee usually called an (Interview Panel) is to objectively determine the suitability for appointment of the various candidates.
 - a) A selection committee shall be appointed by the Executing Authority or an employee who has a delegated authority to do so.
 - b) HRM component is responsible for logistical arrangements of the interview.
 - c) A selection Committee shall consist of at least three members who are employees of a grading equal to or higher than the grading of the post to be filled or suitable persons from outside the Public Service.
 - d) A chairperson of the selection committee, who shall be an employee, shall be of grading higher than the post to be filled.
 - e) An employee within HRM component will provide secretarial service and advice to the Selection Committee.
 - f) The principle of representation in the context of employment equity shall be adhered to when appointing a selection panel.

8.4 Interview

- a) An interview should be structured for consistency on questions to all Candidates.
- b) Candidates for 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
- d) Dispute, records can be available for reference.
- e) A selection committee shall make recommendation of candidates who are
- f) Appointable at the end of the interview session.
- g) The secretariat shall record the recommendation of the selection committee.
- h) Similar procedures and guidelines will be applied for internally and externally advertised posts.

8.5 SECURITY CLEARANCE

- a) Security clearance shall be done for all SMS members.
- b) Security clearance shall also be done for posts dealing with sensitive Information. Where security clearance is required, this should be stated in the advertisement.

8.6 APPOINTMENT

- a) The recommendations of the selection committee should be submitted to the Executing Authority/or delegate in writing by the secretariat.
- b) The Executing Authority or delegate will consider the recommendations of the Selection Committee.
- c) Appointment can only be communicated to the successful candidate after written approval has been obtained.
- d) The date of appointment and commencement salary should form part of the appointment letter.

9. DEFAULT

Failure to comply with the provisions of this policy shall be dealt with in terms of the Public Service Disciplinary Code and Procedures, as amended.

10. INCEPTION DATE

The policy shall come into effect on the first date of the month following the month which the Executing Authority approved it.

11. TERMINATION AND REVIEW CONDITIONS

This policy shall be amended, after three years (3) or when there are major policy changes in government and will follow the initial policy development processes

12. ENQUIRIES

Enquiries with regard to any issues regarding this policy should be directed to the Senior Manager HRM.

Recommended/~~Not Recommended~~



HEAD OF DEPARTMENT

2015/09/15

DATE

Approved /Not Approved:



MEMBER OF EXECUTIVE COUNCIL

27/01/2016

DATE