



DEPARTMENT OF
AGRICULTURE AND RURAL DEVELOPMENT

Recruitment, Selection and Appointment Policy

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Table of Contents	Page
1. Acronyms and abbreviations	1
2. Executive Summary	2
3. Introduction	3
4. Purpose, Objectives and principles	3
5. Authority of the Policy	5
6. Legal Framework	6
7. Scope of application	6
8. Definitions	6
9. Policy Pronouncements	6
9.1 Delegations	8
9.2 Methods of recruitment	8
9.3 Filling of Posts	9
9.4 Timeframe for advertisement	9
9.5 Composition of panel members	9
9.6 Appointments	9
9.7 Personnel suitability check	9
9.8 Appointment and utilisation of employees	10
9.9 Contract employees	10
9.10 Prohibition of unfair discrimination	10
9.11 Record keeping of unsuccessful applications	11
9.12 Head hunting (Scarce/Critical skills)	11
9.13 Counter offer	11
9.14 Deviation	11
9.15 Roles, responsibilities and powers	12
10. Dispute and grievance	13
11. Inception date	13
12. Termination and Policy review	13
13. Enquiries and reporting	13

1. Acronyms and abbreviations

DPSA	Department of Public Service and Administration
EA	Executing Authority
EEA	Employment Equity Act
HOD	Head of Department
HR	Human Resource
HRD	Human Resource Development
HRP	Human Resource Plan
KIM	Knowledge and Information Management
LDARD	Limpopo Department of Agriculture and Rural Development
MEC	Member of Executive Council
OSD	Occupational Specific Dispensation
PDP	Personal Development Plan
PWD	People with Disabilities
SMS	Senior Management Services
WSP	Workplace Skills Plan

2. Executive summary

The Constitution of the Republic of South Africa, Chapter 10 of 1996, prescribes that best human resources practice needs to be cultivated in employment and personnel management. Recruitment and selection needs to be based on the ability, objectivity, fairness and the need to redress the imbalances of the past to achieve broad representation at the workplace and in employment.

This Recruitment, Selection and Appointment Policy has been developed by taking into consideration legislative and Policy requirements. It also an endeavoured to support the Human Resource Plan of the Department in terms of its quest to attract the best competencies in the labour market.

In order for this Policy 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.

The provisions and entitlements in Section 65 of the Public Service Act, Part IV and V of the Public Service Regulations 2016 should be adhered to when applying this Policy.

This Policy should be read and used in conjunction with the Policies on Employment Equity and Scarce Skills Retention.

3. Introduction

The Recruitment, Selection and Appointment Policy is of critical importance in the workplace as it provides guidelines to assist the department in the implementation of the best employment practices. The recruitment of personnel of the right number and relevant skills, at the right place and time is paramount to the fulfilment of the strategic objectives of the Department. Recruitment of personnel is therefore crucial for the Department to achieve its service delivery objectives.

A clearly defined recruitment Policy will enable the Department to reach and attract prospective candidates from all sections of the population and to ensure consistency in the recruitment, selection and appointment processes. The Department must provide equal opportunities with due consideration of the transformation policies, such

as Employment Equity and should ensure that suitable individuals are selected in a manner that has integrity and is publicly accountable.

4. Purpose, Objectives and Principles

4.1 The purpose of this Policy is to provide a framework within LDARD for recruitment, selection and filling of vacant posts, with the key objective of reaching the vast pool of potential applicants who will deliver on the mandate of the Department (especially historically disadvantaged individuals). It further seeks to give direction and consistency in the recruitment, selection, and appointment as well as promoting the principles of fairness, efficiency and effectiveness of human resources regarding the filling of posts in the Department.

4.2 The objectives of this Policy are as follows:-

- a) To establish a consistent, fair and transparent procedure for recruitment, selection, appointment and transfers;
- b) To provide mandate and processes according to which public employees can be seconded and/or transferred to another government institution;
- c) To establish objectively the criteria for selection and appointment based on the inherent requirements of the post;
- d) To objectively evaluate and promote the suitability of the applicant for the post by means the use of an integrated, systematic and fair approach;
- e) To attract and retain competent and suitably qualified candidates based on the inherent requirements of the position; and
- f) To strive for the achievement of a representative and equitable workforce.

4.3 Principles: When implementing and/or interpreting the provisions of this Policy, the following broad principles should be adhered to:-

4.3.1 Strategic importance

The recruitment and selection of employees is critical to the achievement of the Limpopo Department of Agriculture and Rural Development's strategic goals and objectives and should be approached with the commitment, time and energy needed to make an effective decision.

4.3.2 Shared responsibility

Every manager is responsible for the effective staffing of organisational structures and should therefore take the lead role in the recruitment and selection process. Managers also have the responsibility of supporting the development and growth of employees under their management in line with the principles of the Workplace Skills Plan (WSP), Knowledge and Information Management (KIM) and the Batho Pele principles.

4.3.3 Policy adherence and flexibility

The LDARD reserves the right to deviate from this Policy in certain circumstances, on proviso that such deviation does not result in an unfair labour practice. Such deviation shall be recorded and recommended by the relevant Selection Committee and approved by the Head of Department (HOD). The recruitment process (that is, the development of selection criteria, the screening of applicants, the interview process and the selection of the suitable candidate), must be structured in a fair manner and in line with the prescribed HR legislative framework.

4.3.4 Ethical and legal approach

The LDARD is committed to ethical and legal practices. It will not knowingly engage in practices which undermine an individual's dignity and respect, and unfairly limit access to employment opportunities. It is the responsibility of the relevant Chief Director/Director/etc., in consultation with Human Resources Management, to ensure that the conditions relating to the Public Service Act, Public Service Regulations, Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act, the Senior Management Services (SMS) Handbook and any other relevant legislation pertaining to recruitment, are adhered to when recruitment is done.

4.3.5 Cost effectiveness

Recruitment and selection is a costly activity. Thus the investment of resources in this process must be guided by the importance of hiring the right people who can best make a contribution to LDARD. It is therefore the joint responsibility of all recruiting stakeholders and participants to ensure that no wasteful and inappropriate expenditure is incurred in the recruitment process.

5. Authority of the Policy

This Policy is issued under the authority and functions which are under the custodianship of the HOD and the Member of the Executive Council (MEC) for LDARD.

6. Legal framework

6.1 The Policy is aligned and reflects the provisions of the following core legislations and prescripts:

- Constitution of the Republic of South Africa, 1996;
- Public Service Act of 1994, (Proclamation 103 of the Act);
- Public Service Regulations of 2016, Section 67 of the Regulations;
- Employment Equity Act of 1998, (Act 55 of 1998);
- Skills Development Act of 1998, (Act 97 of 1998);
- Labour Relation Act of 1995, (Act 66 of 1995 - as amended);
- Basic Conditions of Employment Act of 1997, Act No. 75 of the Act (as amended);
- Promotion of Access to Information Act, 2000 (Act 2 of 2000);
- Promotion of Administrative Justice Act, 2000 (Act 3 of 2000);
- National Archives and Records Service of South Africa Act of 1996, Act No 43 of the Act;
- Applicable Directives and relevant PSCBC Resolutions;
- Financial Manual
- Handbook on Senior Management Services, January 2003;
- Public Finance Management Act of 1999, Act 1 of 1999 – as amended;
- Public Service Commission Toolkit on Recruitment and Selection;
- Handbook for Members of the Executive and Presiding Officers.

6.2. The Policy has been developed in line with inter-alia the following:

- (a) Scarce Skills Strategy Framework for the Public Service, 2002
- (b) Scarce Skills Policy Framework for the Public Service, 2003

- (c) Managing Staff Retention, An information Guide for the Government Departments
- (d) Gender Strategic Framework in the Public Service, 2008
- (e) Job Access Strategy on the Recruitment, Employment and Retention of Persons with Disability, 2009
- (f) Departmental Internal and External Bursary Policy
- (g) Departmental Scarce Skills Retention Policy

7. Scope of application

This Policy shall apply to all employees within the LDARD and prospective employees.

8. Definitions

For the purpose of this Policy, the following definitions applies:

Employer: The word employer is used to cover both the individual who may be an employer in legal terms, as well as the organization which is responsible for implementing public service human resource management policies.

Employee: Any person employed in terms of the Public Service Act, 1994 (as amended) irrespective of rank or position.

Affirmative action measures: measures intended to ensure that suitably qualified employees from designated groups have equal employment opportunity and are equitably represented in all occupational categories and levels of the workforce.

Designated Groups: Black people, women and people with disabilities.

Competency test: Set of exercises conducted by a qualified psychologist/psychometric in a controlled environment to establish the competency of a candidate to solve problems and situations of a strategic and operational nature.

Competencies: Blend of knowledge, skills, behaviour and aptitude that a person can apply in the work environment of a specific post.

Critical Skills: Refers to the demand for an element of the practical, foundational or reflexive competence that allows for specialisation within roles/professions or occupations and includes specific skills.

Executive Authority: As defined in section 1(1) of the Public Service Act, 1994, as amended

Approval: Unless indicated otherwise, approval means written approval by the official delegated to give such approval (Executive Authority) in terms of applicable legislation and Departmental delegations.

Persons with Disabilities: Include those who have a long- term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on equal basis with others

Previously Disadvantage People: Individuals who have suffered unfair discrimination of the past.

Recruitment: Entails all the actions that are undertaken by the Department to attract job applicants with relevant and / required competencies to fill vacant funded posts

Reasonable Accommodation: Necessary and appropriate modification and adjustments not imposing a disproportionate or undue burden, where needed in a particular case, to ensure to persons with disabilities the enjoyment or exercise on an equal basis with others of all human rights and fundamental freedoms.

Human Resource Plan: Absolute or relative demand; current or in future, for skilled; qualified and experienced people to fill particular roles/professions, occupations or specializations in the labour market.

Scarce Skills: Skills that are needed to realise the department's goals and objectives, but which are difficult to recruit and expensive to replace. These are skills which are in short supply in the labour market. These will not always be the same and may change due to various reasons e.g. changes in the labour market environment (supply and demand) and changes in the strategic direction of the department.

Selection: A process that entails all steps to eliminating job applicants who do not meet the specific minimum inherent job requirements and appointing those applicants who are suitable.

Suitably qualified for a job as a result of any one of, or any combination of that person's: formal qualification, prior learning, relevant experience, or Capacity to acquire, within a reasonable time, the ability to do the job.

Successful candidate: Candidate selected as being the most suited to fill a particular position and to whom such a position is offered.

Contract Worker: Refers to a person who will be appointed in the LDARD on a contract basis for a pre-determined time, to perform a pre-determined task or set of tasks. The appointment can be additional to the establishment. An employment contract will form the basis of this employment.

Fixed term contract: Refers to employees employed on limited duration contracts, this excludes Graduate Interns.

Job requirement: Refers to the competencies required for the position.

Line manager: Refers to an employee who has junior employees reporting to him/her and who manages their performance (at least on the level of Director).

9. Policy Pronouncements

9.1. Delegations

The recruitment, selection and appointment shall be according to the approved Human Resource delegations.

9.2. Methods of recruitment

Recruitment methods shall include study assistance, headhunting, succession planning and advertising.

Job specifications and job requirements shall be clearly defined in all recruitment methods.

Recruitment methods shall be in line with Public Service Commission Toolkit on Recruitment and Selection and Handbook for Members of the Executive and Presiding Officers.

The recruitment processes will be in accordance with the Public Service Regulations 2016 (PSR) Part 4 Section 65 (7) and Section 66. A funded vacant post, shall be advertised within six months after becoming vacant and be filled within 12 months after

becoming vacant. Line Managers are encouraged to initiate a recruitment and selection process immediately after the post becomes vacant / a resignation letter of the current incumbent being received.

9.3. Filling of posts

- i) All posts shall be filled provided they are vacant, evaluated and funded.
- ii) All posts shall be approved by the Executive Authority or his/ her delegates before filling as per Public Service Regulations 2016.
- iii) Posts for levels 1-12 may be advertised externally, on local media or internally as well as Department of Public Service and Administration (DPSA) and Departmental circular.
- iv) All SMS posts shall be advertised in a national and local media as well as DPSA and departmental circular.
- v) Advertisements for posts requiring security clearance shall indicate so.
- vi) Employment will be considered in line with the Departmental Employment Equity Plan.
- vii) Vacant posts may not be filled externally or internally if:
 - a) There is a suitable supernumerary employee on the same level;
 - b) There is an employee who has been identified and legible for transfer to a vacant position to enhance organizational goals;
 - c) It is intended for the post to be filled as part of a programme of lateral rotation;
 - d) The appointment is under an affirmative action plan or as part of succession planning measures; and
 - e) Appointment of Departmental Bursary holders shall be in line with the Recruitment, Selection and Appointment Policy procedure.

9.4. Timeframe for advertisement

The running period for all advertisements will be for a minimum of 2 weeks and maximum of 4 weeks.

9.5. Composition of panel members

The composition of panel members shall be in line with the Public Service Regulation of 2016, Regulation 67.

9.6. Appointments

Appointments shall be in line with the HR delegations as per Part 4, Section 57 of the 2016 Public Service Regulations.

9.7. Personnel suitability check

a) Candidates applying for employment shall be South African citizens; Non South African citizens shall have a valid work permit.

b) Non South Africans will only be appointed if it has been proven that no suitable candidate can be found from the applications.

c) Criminal Record Check shall be conducted before any appointment.

d) Financial check shall be conducted before appointment

e) Security clearance and vetting

Security clearance and/ vetting shall be conducted on relevant posts.

f) Verification

The Department shall undertake the verification of qualifications of all employees.

g) Reference checks

Reference checks shall be done for all prospective employees before appointment.

h) Competency assessments

All SMS shall undergo a competency assessment process before appointment.

9.8. Appointment and utilisation of employees

a) The panel shall only recommend suitable candidates to the Executive Authority or his / her delegate.

b) No employee shall be placed without duly approved appointment.

c) No employee shall be transferred to other position without approval in line with Section 14 of the Public Service Act.

d) Appointments shall only be made in vacant, evaluated and funded posts.

9.9. Contract employees

Employees will be appointed on a contract basis for a minimum duration of 1 month but will not exceed a maximum duration of 3 years as shall be determined or approved by the HOD.

9.10. Prohibition of Unfair Discrimination

No person may be unfairly discriminate, directly or indirectly, in any employment Policy or practice, on one or more grounds including race, gender, pregnancy, marital status, family responsibility, ethnic or social origin, colour, sexual orientation, age, disability, religion, HIV status, conscience, belief, political opinion, culture, language and birth.

9.11. Record keeping of unsuccessful applications

Records of unsuccessful applications shall be kept for three (3) years after the position has been filled, which the contents may be disposed in line with Record Disposal Procedure Manual.

9.12. Head hunting (Scarce/critical skills)

Should the selection panel conclude that a post (scarce/critical skills) cannot be filled from the current pool of applicants, or that not all the posts could be filled, the panel may recommend to the Executive Authority that no appointment is made or only some appointments can be made from the current pool of applicants and that the position should be re-advertised or to re-look at applications that meet the requirements of the post.

If the selection panel was unable to make a recommendation (scarce/critical skills), the Department can decide to directly invite candidates for an interview. The normal recruitment procedures and post requirements remain in force (post requirements

should not be relaxed), except that the selection panel may decide to interview only one or two candidates, and to continue this process until a suitable candidate is found.

9.13. Counter offer

Counter offer shall be in line with the Scarce Skills Retention Policy.

9.14. Deviation

9.14.1 Any deviations from this Policy or decisions on matters not covered herein must receive the prior approval in writing from the Executive Authority.

9.14.2 Filling of vacant post without complying with sub regulation 3 and 4 of the Public Service Regulation 2016 may be granted on scarce skills posts (Veterinary and Engineering Services) for bursary holders by the Executive Authority or his/her delegates.

9.15. Roles, responsibilities and powers

Tasks, responsibilities and powers shall be in line with the approved HR Delegations.

10. Dispute and grievances

Any dispute or grievance arising from the implementation of the Policy shall be dealt in accordance with the grievance procedure.

11. Inception date

The date of inception of the Policy is the date of approval of the Policy.

12. Termination and Policy review

This Policy will be reviewed every three (3) years or as and when a need arise.

Should the Policy still be in the review process by the time it lapses, an extension period is applicable and the approved Policy remain valid until the reviewed version is approved.

13. Enquiries and reporting

All enquiries regarding this Policy should be directed towards: The Director, HR at the LDARD.

Contact number: 015 294 3000.

HR is responsible for the timeous review, circulation, advocacy, availability and feedback regarding this Policy. HR is responsible for reporting towards oversight bodies in the event of enquiries with regards to this Policy.

Recommended by:

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07/03/2018

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Date

(HOD for Agriculture and Rural Development)

Approved by:

S. Sekoati

08/03/2018

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Hon MEC for Agriculture and Rural Development (Acting)