

DEPARTMENT OF SPORT, ARTS AND CULTURE
LIMPOPO PROVINCIAL GOVERNMENT

RECRUITMENT, SELECTION AND APPOINTMENT POLICY

1. Preamble

The Department is committed to achieving a workforce that will be broadly representative and to utilise human resource management practices that are based on ability, objectivity, fairness and the need to redress the imbalances of the past.

Every manager is responsible for effectively meeting the human resources needs of their components to deliver on the goals of the department. They must ensure that employees are managed in an enabling and supportive environment which promotes further development. This must be done in a climate that is affirming to all, and especially to those who have been most disadvantaged (Blacks, women and people with disabilities) by past discriminatory practices.

2. Purpose

To create an appropriate framework for recruitment, selection and appointment

3. Legal Framework

- Constitution, 1996, Section 195 (1) (h)(i);
- Public Service Act (Act 103 of 1994);
- Public service Regulations, 2001 as amended;
- Basic Conditions of Employment Act (Act 75 of 1997);
- Labour Relations Act (Act 66 of 1995);
- Employment Equity Act (Act 55 of 1998);
- White Paper on Affirmative Action in the Public Service, 1998;
- Senior Management Service handbook, January 2003 as amended;
- Promotion of Administrative Justice Act (Act 3 of 2000)
- A Toolkit on Recruitment and Selection; 2005;
- Skills Development Act (Act 97 of 1998).

4. Scope of Application

This policy applies to all employees and prospective employees appointed or recruited in terms of the Public Service, Act, 1994 as amended.

5. Policy Provisions and Roles and Responsibilities

Major policy principles

- It is the responsibility of line managers to ensure that funded vacant posts in the establishment are filled on time to avoid under spending on personnel budget.
- Line managers should ensure that appropriate job descriptions and job specifications are drawn and submitted to human resource division.
- Line managers should also ensure that the recruitment and selection process is managed effectively and efficiently within reasonable time frames

5.1. Recruitment

- 5.1.1. The relevant manager /supervisor shall submit a fully motivated request through the sub-branch HRM & D to the Executing Authority or his/her delegate to obtain approval to start the recruitment process to fill vacant posts, as provided for in section 10 of the Public Service Act, 1994; PSR 1/111/F1 and PSR 1/V11/C.
- 5.1.2 The submission must include all relevant requirements and information regarding the post. Human resource management & development should provide guidance in this regard.
- 5.1.3 A recruitment procedure manual shall be developed to regulate the recruitment process
- 5.1.4 A recruitment plan must be developed for filling of posts aligned to the employment equity plan
- 5.1.5 A recruitment compliance plan must be completed on a monthly basis
- 5.1.6. Job requirements must be approved by the Executing Authority or delegate prior to recruitment
- 5.1.7 Any relaxation of appointment requirements should be motivated for in writing prior to the advertising of the post and approved by the Executing Authority or delegate and provided for in the advertisement. Such motivation should be able to withstand legal scrutiny in a court of law.

5.2. Advertising

- 5.2.1 An advertisement shall be formulated by the relevant manager/supervisor and the draft advert shall be attached to the submission for approval to fill the post, together with an indication of the preferred media for advertisement.
- 5.2.2 The media used for advertising shall be informed by the principles set out in PSR 1/V11/C2.
- 5.2.3 Both internal and external advertisements should contain the same criteria.

- 5.2.4 An advertisement should be in line with the job-content of the post and the person specification
- 5.2.5 Any vacant post in the senior management service shall be advertised nationwide.
- 5.2.6 An advertisement must adhere to the following principles:
- 5.2.7 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.
- 5.2.8 An advertisement should not favour , prejudice or discriminate
- 5.2.9 An advertisement should be fully in line with the job content and post and person specifications
- 5.2.10 Advertisements should give a clear indication of requirements that must be met
- 5.2.11 The widest possible number of applications must be attracted in the most cost-effective manner
- 5.2.12 Advertising should promote staff mobility, utilisation and career development opportunities
- 5.2.13 Advertisements should cater for attracting potential
- 5.2.14 The language and style of advertisements must be clear and simple in order to enhance employment equity.
- 5.2.15 An advertisement should carry the following basic information:
 - (a) Job/ Post title
 - (b) Salary level of the post and designation
 - (c) Salary range or notch on appointment
 - (d) Place of work/ centre where the post is located
 - (e) Minimum requirements in respect of qualifications and competencies
 - (f) Duties/ Key performance areas attached to the post
 - (g) Enquiries (that is, contact person concerning the advert)
 - (h) Address to which applications are to be submitted or posted
 - (i) Closing date
 - (i) Any notes/ remarks that should accompany the advertisement

5.3. Receipts of Applications

- 5.3.1 The responsibility of receiving applications for the advertised post rests with the human resource management division.
- 5.3.2 An acknowledgement of receipt shall be done per date stamp on applications.
- 5.3.3. Applications which may be received when posts were not advertised will be acknowledged in writing and sent back to the sender.
- 5.3.4 Applications received shall be recorded and stamped. A list of applications received shall be prepared.

5.4. Screening of Applications

- 5.4.1 The division human resource management is responsible for screening of applications, whereas line management is responsible for overseeing of the process
- 5.4.2 A predetermined set of criteria's shall be applied in respect of each and every application
- 5.4.3 Applications that do not meet basic appointment criteria shall be considered unsuccessful applications
- 5.4.5 Screening criteria shall apply to all applicants in a consistent manner
- 5.4.6 Applicants passing the screening tests in terms of 5.1.7 should be fully motivated , approved and properly documented
- 5.4.7 Activities of the screening process should be motivated and put on record
- 5.4.8 Outcome of the screening process shall be submitted to the Executing Authority/delegate for approval
- 5.3.6 Applications received after the closing date of the advertisement will be recorded on a separate schedule and will not be considered.

6. Selection

6.1. Short listing

- 6.1.1 The pre-selection process will be the responsibility of the relevant manager/supervisor, assisted by Human Resource Management & Development
- 6.1.2 The relevant manager/supervisor shall, in consultation with a selection committee, compile a shortlist of candidates based on the inherent requirements of the post and refer it to the Executing Authority or delegated official for approval.

6.2 Selection Committee

- 6.2.1 The selection committee shall be established and appointed by the Executing Authority or delegate
- 6.2.2 The selection committee shall, consist of persons mentioned in PSR 1/v11/D, as well as a representative from recognized Labour unions in the Bargaining Council as observers. The selection committee shall function according to the principles contained in the said part of the Public Service Regulations V11 (D)
- 6.2.3 The selection committee shall consist of individuals who are conversant with the relevant field.
- 6.2.4 The principle of representation in the context of employment equity shall be adhered to when appointing a selection panel.

6.3 Selection process

- 6.3.1 Only candidates who have applied and are on record of applicants for the advertised posts shall be considered for the shortlist. All relevant certified documents required must accompany the application.
- 6.3.2 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.
- 6.3.3 Reference checks on authenticity of qualifications for candidates on shortlist shall be done before the date of the interview.
- 6.3.4 The human resource division shall provide secretarial and advisory service to the selection committee.
- 6.3.5 The criteria for short listing should be documented in writing
- 6.3.6 The selection committee shall make a motivated recommendation on the most suitable candidates to be interviewed.
- 6.3.7 The recommendation of the selection committee together with all supporting documents shall be submitted to human resource management & development, which shall be responsible for obtaining approval of the Executing Authority or delegate.
- 6.3.8 Reference checks on short listed candidates shall where necessary be done after scheduled interviews, only to confirm training, skills, competence or knowledge of the candidates in relation to the requirements of the job.

7. Interview

- 7.1 The Human Resource Management component is responsible for all logistical arrangements for the interviews.
- 7.2 All members of the interview panel shall sign confidentiality pledges and declaration of interests.
- 7.3 An interview should be structured for consistency on questions to all candidates.
- 7.4 Candidates for the same post shall be subjected to the same selection committee, instrument or techniques.
- 7.5 Final (consolidated scores) score sheets shall be signed by the chairperson and the secretary.
- 7.6 The labour union representative shall be provided with an observer form to sign confirming the fairness of the process.
- 7.7 A record of interview proceedings shall be kept so that in case of any dispute, records can be available for reference.
- 7.8 The interview panel shall make recommendations of candidates who are appointable at the end of the interview session.
- 7.9 The secretariat shall record the recommendation/s of the selection committee in addition to the interview proceedings.
- 7.10 Similar procedures and guidelines will be applied for internally and externally advertised posts.
- 7.11 Sub-branches will be responsible for travel and accommodation claims of candidates who are called for interviews for posts in their units.

8. Security Clearance

- 8.1 Where security screening is required this should be stated in the advertisement.
- 8.2 Security clearance shall be conducted for the following:
 - 8.2.1 All Senior Management Service members
 - 8.2.1 Posts dealing with sensitive information
 - 8.2 A comprehensive vetting will be done for all senior manager's posts on appointment.

9. Appointment

- 9.1 The recommendations of the selection committee should be submitted to the Executing Authority/delegate in writing by the secretariat (Human Resource Management)
- 9.2 The Executing Authority or delegate will consider the recommendations of the selection committee.
- 9.3 Appointment can only be communicated to the successful candidate after written approval has been obtained.
- 9.4 The date of appointment and commencement salary should form part of the appointment letter.

10. Probation

- 10.1 All probationary appointments, transfers or promotions shall be effected in accordance with provisions of section 13 of the Public Service Act, 1994 and PSR 1/V11/E as amended.
- 10.2 All newly appointed/transferred employees shall undergo a period of orientation and induction in the department.
- 10.3 Job related orientation shall be the responsibility of the individual managers/supervisors.
- 10.4 The Human Resource Management division shall be responsible for providing administrative support to managers/supervisors in applying the relevant provisions of the Public Service Act, 1994 as amended and regulations concerning probations and for keeping appropriate records.

11. Promotion

- 11. When seeking to promote an employee, the manager/supervisor shall adhere to measures relating to recruitment, selection and promotion as set out in the Public Service Regulations and this policy.

12. Secondment

- 12.1 Employees may be seconded to other departments, bodies, foreign governments on the conditions outlined in section 15 of the Public Service Act, 1994, as amended and PSR 1/V11/B4.
- 12.2 The secondment once agreed to, shall be a written contractual agreement between the Department and the host Department, body, foreign government or international organisation.
- 12.3 Seconded employees shall continue to be entitled to benefits provided for in their contracts of employment and will remain subject to all the obligations provided for in the Act and the regulations.

13. Acting in higher posts

- 13.1 Employees should only be appointed in an acting positions if no other work arrangement can be made and for a relatively short period of time not exceeding 12 months.
- 13.2 Any employee that is appointed in acting position, should be appointed in accordance with the provisions contained in section 32 of the Public Service Act, 1994 and PSR 1/VII/B.5.
- 13.3 Such appointments shall be in writing, specifying the nature of the employee's responsibilities and the terms thereof. A copy of the letter shall be placed on the employee's personal file.
- 13.4 The approval of the appointment must be approved in accordance with the Department delegations.

14. Employee Records

- 14.1 The human resource management division shall be responsible for keeping employee's personal records referred to in PSR 1/V11/H.
- 14.2 The human resource records division will be responsible for ensuring that only authorised on a need to know basis persons gain access to the records of those employees under their control. Such authorized persons are managers.
- 14.3 Employees may gain access to their personal records, if authorised by the Manager Human Resource Records and provided that such records may not be taken out of registry area and a representative from Human Resource Records is present.

15. Monitoring, Evaluation and Reporting

The manager human resource management will be responsible for monitoring, evaluation and reporting on a quarterly basis.

16. Policy implementation

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

17. Amendment of Policy

This policy shall be reviewed annually and amended as and when necessary and it shall follow the initial process of policy development.

Recommended/~~Not Recommended~~

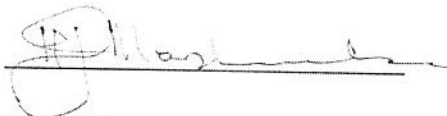


HEAD OF DEPARTMENT

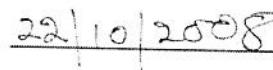


DATE :

Approved /~~Not Approved~~/Amended:



MEMBER OF EXECUTIVE COUNCIL



DATE :