



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF SOCIAL DEVELOPMENT

RECRUITMENT AND SELECTION POLICY

2011

FOREWORD

Recruiting and selecting the right people is of paramount importance to the continued success of the department. The Recruitment and selection policy sets out how to ensure, as far as possible, that the best people are recruited on merit and that the recruitment process is free from bias and discrimination.

Building on the previous guidelines, the main thematic change relates to monitoring the recruitment process and its outcome. The Employment Equity places a responsibility on organisations to monitor, amongst other things, their recruitment processes to ensure they are not discriminatory. Accordingly, this policy sets out a procedure to enable the department to monitor staff recruitment and to provide information to enable the appropriate committees to monitor recruitment activity within the department.

By following the policy, in addition to the fulfilling employment law requirements, the department will also ensure that it continues to uphold its commitment to equal opportunity.

TABLE OF CONTENTS

SN	CONTENTS	PAGE
1.	Purpose	4
2.	Objectives	4
3.	Guiding principles	4 -7
4.	Legal mandates	7
5.	Policy provisions, Roles and Responsibilities	7
5.1.	Roles and Responsibilities	7 -9
5.2.	Advertisement of posts	9-10
5.3.	Shortlisting of candidates for interviews	10 -11
5.4.	Interviewing panel	12
5.5.	Conducting Interviews	12-13
5.6.	Competency based assessment for the SMS	13
5.7.	Recommendations	13
5.8.	Job Offers	14-15
5.9	Counter Offers	15
5.10	Record Keeping	15 -16
6.	Direct appointments into entry grades	16
7.	Contract Appointments	16
8.	Reappointment of former employees.	17
9.	Appointment additional to approved establishment	18
10.	Resignation	18
11.	Performance standard for handling applications	19
12.	Monitoring and reporting	19
13.	Review of the policy	19

1. PURPOSE

This policy is designed to assist employees to recruit and select the best candidate for a vacancy. In so doing it also enable employees to take account of the Constitution of the Republic of South Africa, 1996; Public Service Act, 1994 as amended, Labour Relations Act, 1995 as amended, Public Service Regulations, 2001 as amended and any other relevant prescripts issued from time to time.

2. OBJECTIVES

The objectives of the policy are as outlined hereunder:

- 2.1. To provide directives on the management of recruitment and selection process
- 2.2. To assist managers in managing generic activities with regard to recruitment and selection in such a way that typical pitfalls that managers succumb to are avoided.
- 2.3. To serve as a self-monitoring instrument to enhance the quality of recruitment and selection, and a checklist to ensure that all important facets are covered
- 2.4. To ensure effective and accountable recruitment and selection process

3. GUIDING PRINCIPLES

3.1. Fairness and Justice

- 3.1.1. Recruitment and selection practices must be fair, just and equitable and that the most suitable candidates must be selected for appointment according to their competencies and the need to redress the imbalances of the past to achieve a public service broadly representative of the South African people, including representation according to race, gender and disability.
- 3.1.2. The Department considers it as an equal opportunity employer and is thus committed to address the issue of employees from historically disadvantaged groups who can play a significant role in the Department's future success. The Department will therefore pay particular attention to the employment of those persons who have been historically disadvantaged.
- 3.1.3. No person may be unfairly discriminated directly or indirectly on one or more grounds, including race, gender, sex, 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. It is not unfair discrimination to:
 - 3.1.3.1. Take affirmative action measures consistent with the purpose of Employment Equity Act, 1998, or
 - 3.1.3.2. Distinguish, exclude or prefer any person on the basis of an inherent requirement of a job.

- 3.1.3.3 It is the responsibility of each head of division/District Manager to ensure that this policy is carefully followed. All Heads of Division/District Managers should make members of their staff aware of the obligation to familiarise themselves with and follow this policy.

3.2. Job description

- 3.2.1. A job description is a key document in the recruitment process, and must be finalised prior to taking any other steps in the process.
- 3.2.2 Line managers/District Managers and Heads of Institutions are responsible for development of job descriptions and post specifications for recruitment and for justifying the need to fill any vacancy.
- 3.2.3. Job requirements for the advertisement of a post shall not be formulated so as to unfairly exclude candidates with the ability to perform that specific job.
- 3.2.4. The short listings, interviews and appointments shall be based on what is relevant in terms of job description and competencies as well as appointment and advertised requirements, and must be free of cultural bias.

3.3. Minimum requirements for a post.

Advertisements, generally, only specify the minimum appointment requirements in respect of qualifications and competencies (knowledge, skills, and where required, experience). This does not, however, prohibit Line Managers, when short-listing, from giving a more favourable consideration to applicants that surpass the minimum requirements as long as it is in line with the job content.

3.4. Relaxation of requirements in the advertisement

- 3.4.1 When compiling the advertisement, Line Managers/District Managers must apply their mind of what is required on person specification before an advertisement is compiled in order for the advertisement to allow for flexibility during the recruitment and selection process.
- 3.4.2. Relaxation of post requirements is not allowed during the shortlisting process

3.5. Declaration of conflict of interests

A declaration of conflict of interest shall be made during the short listing process and conducting interviews, if any candidate is related to or a friend of an employee on the selection committee. If such relationship exists, the employee must exempt herself or himself from the selection committee in its totality and this must be put on record.

3.6. Confidentiality

3.6.1. Employees do not have to inform their manager/supervisor of any applications made for positions. The confidentiality of all applications must be respected by both Registry and Human Resources Divisions and the selection panel

3.6.2. All members shall take the oath of secrecy in writing before short listings or interviews are conducted

3.7. Management of funded and unfunded posts

3.7.1. All positions that become vacant or are newly created must be advertised and proper selection process must be undertaken to screen applicants. All reasonable steps must be taken to ensure that all advertisements are brought to the attention of all employees

3.7.2. All positions which become vacant due to dismissal, transfer, resignation, death or retirement should be advertised and be filled within a period of six months.

3.7.3. Information regarding vacancies for both internal and external advertisement shall both be circulated within the offices and displayed on notice boards in all facilities so that all employees are provided with the opportunity to apply

3.7.4. No post at level nine (9) and higher and any newly created post shall be advertised before job evaluation has been conducted and approved by the head of Department. This process is limited to non- Occupational Specific Dispensation (OSD) employees.

3.8. Signing of Performance Agreements/Instruments

Once employed, all employees must have Performance Agreements/ Instrument developed, in consultation with their respective supervisors, within three (3) months of employment.

3.9. Offer of employment

Once the interview has been concluded, and the prospective candidate selected, he or she shall receive a firm offer of employment for perusal and an acceptance clause to be signed.

3.10. Responsibility for advertisement of posts

3.10.1. Publicising the vacancy

Authorisation needs to be obtained from both Finance and HR Division before a role is cleared for advertising. Advertisement of all posts in the department shall be the responsibility of Provincial Head Office: Human Resource Management. All requests for advertisement should be made to: Senior Manager: Human Resource Management

3.10.2. Skills Search (head-hunting)

3.10.2.1 Head hunting shall not be permitted except in exceptional circumstances. In this regard headhunting may only be permitted if

- The post was advertised twice without finding suitable candidate for appointment.
- The proposed appointee must meet the minimum requirements for the post and he/she must be interviewed by a duly constituted selection panel prior to a formal offer of appointment.
- The post is a senior post or a post in a scarce skills area

4. LEGAL MANDATES

The policy provisions and roles / responsibilities contained herein are issued in terms of the following enabling prescripts:-

- 1 The Constitution of the Republic of South Africa, 1996.
2. Public Service Act, 1994, as amended.
3. Employment Equity Act, 1998.
4. Labour Relations Act, 1995; as amended.
5. The Public Service Regulations, 2001.as amended.
6. Senior Management Service (SMS) Handbook.
7. Promotion of Administrative Justice Act, 2000.
8. Public Service Coordinating Bargaining Council Resolution.
9. Public Health and Social Development Sector Council Resolution.
10. White Paper on Human Resource Management in Public Service.

5. POLICY PROVISIONS, ROLES AND RESPONSIBILITIES

5.1. ROLES AND RESPONSIBILITIES

5.1.1. Record Management: Registry

- 5.1.1.1. Receive the applications from candidates and date stamps them as they are received. After date stamping, such applications must be recorded, per the post advertised in

the format as **Annexure A**, placed in different boxes per post to avoid mixed up or

5.1.1.2 Applications received after closing date must be recorded separately with noting remarks on the applications, after having been date stamped that applications were received after closing date of the advertisement. Such applications must be submitted to Human Resource Management for keeping until the post(s) have been filled. Such applications must not be submitted to the line manager where the posts have been advertised.

5.1.1.3. An allowance of five working days should be made to receive applications which, after the closing date, were not yet received, but there is evidence from the post office date stamp, that the applications reached the post office on or before the closing date. The envelope which has the post office date stamp must be attached to the application and submitted to Human Resource Management.

5.1.1.4. Submit the applications, per post advertised, to the Human Resource Management at the Institution, District Office or Provincial Office as the case may be.

5.1.2. Role of Human Resource Management Division

5.1.2.1. Human Resource Division shall, on receipt of applications from Registry, Screen and the applications of applicants who do not meet the basic criteria to be eligible for consideration for the advertised post(s) and schedule the applications as per **Annexure B**.

5.1.2.2. Screening criteria must be in line with the job content and appointment as well as advertised requirement so that applicants screened are clear on the criteria that apply. The following shall, amongst others form the basis of criteria for screening:

- (a) Applications that do not meet the basic entry-level requirements (contained in section 10 of the Public Service Act, 1994, as amended) as those advertised.
- (b) Applications that are incomplete or do not meet the basic appointment criteria for the advertised post(s)

5.1.2.3. Submit the scheduled applications to the relevant line function for short listing and conducting interviews.

5.1.2.4. Applications received after the closing date must not be submitted to the Line Managers/District Managers for consideration for short listing, interviewing and appointment.

5.1.2.5. Advertisement of posts at the request of Line managers/District Managers and ensure, before advertising, that the post requirements comply with the prescripts of the Public Service Regulations and relevant Acts in the Public Service.

5.1.2.6. Provide secretarial and advisory services during the selection process, but shall not form part of the selection committee.

5.1.3.1 Identification of vacant posts to be filled

5.1.3.2 Development of post requirements (specifications) and competencies/key performance areas in line with Departmental service needs/Occupational Specific Dispensation

5.1.3.3. Submit requests for the advertisement of identified vacant posts to the Senior Manager: Human Resource Management Division at the Provincial Office for advertisement.

5.1.3.4. Appointment of Short Listing Panel, Interviewing Panel for interviews, and approve appointments in terms of Human Resource Management Delegations.

5.2. ADVERTISEMENT OF POSTS

5.2.1. Identification of post(s) to be filled

5.2.1.1. The relevant line manager shall after having identified a post(s) to be filled, submit a request to the Senior Manager: Human Resource Management Division at the Provincial Office. The advertisement shall be done after the approval for the filling of the post by the Head of Department /delegate has been granted.

5.2.1.2. A request to advertise vacated funded posts should be send to the Provincial Office within a period of three (3) weeks after being vacated and the whole process for advertising, selection and appointments should be made within a period of four months.

5.2.1.3. The submission of the request for advertisement of the post shall be accompanied by post requirement (specifications) and competencies/key performance areas that are in line with Departmental service needs. The content of the advertisement ultimately represents the selection criteria applicable to the filling of the post.

5.2.2. Relaxation of educational qualification appointment requirements

5.2.2.1. The relaxation of appointment requirements prescribed in terms of Code of Remuneration (CORE) can be done on the following conditions:

5.2.2.2. The post must have been advertised and no other persons who comply with the prescribed requirements are available to fill the vacancy satisfactorily.

5.2.2.3. There must be sufficient evidence that the appointed person will be able to carry out the duties attached to the relevant post level satisfactorily;

5.2.2.4. No employee may be prejudiced by relaxation,

5.2.2.5. Statutorily laid down requirements for practising of certain occupations/professions are excluded from relaxation

5.3 SHORT-LISTING OF CANDIDATES FOR INTERVIEWS.

5.3.1. Constitution of Panel Members for short-listing

On receipt of the applications for the advertised post(s), District Managers/Line Managers shall in accordance with HR delegations constitute a panel.

The shortlisting panel members shall comprise of at least three employees who shall be of a rank higher than the post to be shortlisted. **(excluding HR scriber)**

(a) The panel members for short listing at Institutions and District Offices may be from other institutions, with one representative from the relevant institution where the post has been advertised.

(b) The panel members for the shortlisting for post at salary 1 to 3 shall comprise of employees from within the institution or district office.

5.3.1.1. Two representatives from Labour Unions that are admitted to the Provincial Health and Social Development Chamber shall sit as observers; provided that they are not candidates for the post for which short listing is being done. Union representative shall not participate in the short listing other than being an observer.

5.3.1.2. Any anomaly observed by the observers during the short listing process shall immediately be raised with the chairperson of the panel and a letter be written to the District Manager /Line Manager / Institutions as the case may be ,to inform him/or her of the anomaly. The District Manager, Head of the Institution or Head of the Division shall immediately investigate the anomaly reported and act on it.

5.3.1.3. Members of the panel must have relevant expertise for the post for which interviews are to be conducted.

5.3.1.4. In the case of advertised post(s) for an institution or district office, where there is no expertise in the relevant category for short listing and conducting interviews, District Manager should approach the Line Manager at the Provincial Office, to provide assistance in both short-listing and interviews.

5.3.2. Requirements for short-listing

5.3.2.1. A candidate shall at least meet the minimum appointment requirements for the advertised post, in respect of qualifications and competencies in order to be short-listed.

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

5.3.2.3 The short listing criteria must be in line with the job content and appointment requirements, as well as indicated job requirements, so that candidates are able to understand clearly the criteria that apply in a consistent manner.

5.3.2.4 Candidates who do not meet the minimum requirements of the advertised posts shall be excluded from short listing.

5.3.2.5 Elimination of candidates shall be done in a justifiable manner, since it has an important impact on the rights and expectations of applicants. For this reason and for the fact that this may be challenged, it is important that reasons for elimination be documented and put on record. This should be done by careful consideration of the information provided by the applicant in order to ascertain whether the candidate meets the job requirements.

5.3.2.6 The short-listing of candidates shall be based on the information provided in the application form and the curriculum vitae, which is relevant to the requirement of the advertised post.

5.3.2.7 The qualifications and competencies of a candidate to be short-listed must be relevant in terms of the advertised post. What is considered relevant is what has been specified in the advertisement. The short-listing panel must short list only candidates that have more relevant qualifications and competencies to advertised post.

5.3.2.8 In cases where specific educational qualifications and/or registration with specific professional institution have been set as a requirement, all applicants short-listed and considered for appointment shall meet such requirements.

5.3.2.9 If a candidate has indicated that he/she has completed his/her studies but still awaiting for the graduation ceremony or his/her certificate has been withheld pending the payment of outstanding fees, confirmation of the completion of the relevant qualification must have been attached to the curriculum vitae.

5.3.2.10 Where there is a doubt about the qualifications of the shortlisted candidate reference checks on authenticity of qualifications shall be done before the date of interview.

5.3.3. Inclusion of candidates who had not been short listed by the panel in the short-listing by district manager or any approving authority

5.3.3.1 The Approving Authority may not, when approving the short listed candidates, include candidates not short listed by the panel in the short listing.

5.3.3.2 An employee who is acting in the post advertised but does not meet the appointment requirement in terms of the advertisement should not be short listed.

5.3.3.3 Employees who are appointed in acting capacity must therefore meet the requirements of the post.

5.4 INTERVIEWING PANEL

5.4.1. Constitution of interviewing panel

5.4.1.1 The interviewing panel for posts at Institutions or District Offices shall be constituted by the District Manager/Line Manager in terms of the Human Resource Management delegations as follows:

- (a) The interviewing panel for the posts at Institutions or District Offices shall comprise of at least four members, who shall be of a rank higher than the post to be filled. **(excluding HR scribe)**
- (b) One member shall be the line manager/supervisor; two members may come from other institutions or District Offices.
- (c) The interviewing panel for posts at salary levels 1 to 3 may comprise of employees from within the institution or district office.
- (d) Two Union representatives from Labour Unions that are admitted to the Provincial Health and Social Development Sector Chamber shall sit as observers.
- (e) In the case of advertised post where there is no local expertise in the relevant category, the relevant division/ section at the Provincial office will provide assistance both in terms of short listing and interviews, in collaboration with the line manager/supervisor.

5.4.1.2. The interviewing panel members for the posts at the Provincial Office shall also be constituted in terms of the Human Resource Management Delegations as follows:

- (a) The interviewing panel shall comprise of at least three (3) members the who are at a grading higher than the post to be interviewed.
- (b) Two representatives from any Labour Unions that are admitted to the Provincial Health and Welfare Chamber shall sit as an observer's. The observer status by Labour Unions shall only be applicable for posts lower than Senior Management Services.
- (c) An employee from Human Resource Management, shall provide secretarial and advisory services during the selection process, but shall not form part of the selection committee.

5.5. CONDUCTING INTERVIEWS.

5.5.1. Conducting interviews is the final phase of the selection process. The purpose of this final selection phase is to identify the most suitable candidate(s) from candidates who have been short-listed with regard to:

5.5.1.1 departments affirmative action, employment equity and strategic service delivery objectives.

5.5.1.2 advertised post and person specifications. The persons specification details knowledge including necessary qualification, skills, abilities and experience.

5.6 COMPETENCY BASED ASSESSMENTS FOR THE SENIOR MANAGEMENT SERVICE (SMS) MEMBERS

5.6.1 Candidates for posts in Senior Management Service must be subjected to Competency Assessment for selection purposes.

5.6.2. Competency Assessment shall be utilised as an aid in determining the suitability of candidates in conjunction with interviews, reference checks and security clearance in order to come to the final recommendations.

5.6.3. The final decision regarding whom to appoint remains with the Executing Authority.

5.7. RECOMMENDATIONS

5.7.1. The interviewing panel must, after the interview, reach a consensus on the most suitable candidate for the post. The final decision must be supported by as wide range of evidence as possible. A summary of the scores after consensus has been reached, should be recorded. A candidate who obtained the highest score shall be the one recommended for appointment.

5.7.2. When making recommendations, employment equity in the Department must be taken into consideration. Where candidates for example, a male and female have ties, recommendations for employment should be in terms of addressing the employment equity target in the Department.

5.7.3. The recommendations for the appointment of a suitable candidate must be submitted to Human Resource Division at the institution/ district office or provincial office, as the case may be, for submission for approval by approving authority in terms of the Human Resource Management Delegation.

5.7.4. The deliberations of the interviewing panel as well as their recommendations and documentation must be regarded as confidential and should not be divulged other than in the execution of their official duties or to authorised persons. No candidate has a right to be informed of the deliberations of the interviewing panel as they are deemed to be confidential.

5.7.5. In the case where a recommended candidate did not submit a certificate because he/she is still awaiting for a graduation ceremony, such certificate must be submitted within a months after the graduation ceremony, and in the case where the certificate was withheld due to owing of fees to the institution such certificate should be submitted within two months after appointment.

5.8 JOB OFFERS

5.8.1 Notification of candidates of the results of interviews

5.8.1.1 Human Resource Management shall after obtaining approval from the Approving Authority, inform a successful candidate in writing of her/his appointment. Acceptance of a job offer shall be made in writing on receipt of the appointment letter within five working days of receipt of the letter.

5.8.1.2. Security vetting in the case of all appointments of members of SMS ,must be done before appointment

5.8.1.3. All candidates who were short-listed and interviewed but not successful should, within five working days after acceptance of the job offer for the post by the successful candidate, be issued with regret letters.

5.8.1.4. In case where the recommended candidate declines the offer, recommendations by the interviewing panel members should be considered,

5.8.2. Wrongly granted remuneration

5.8.2.1. If an incorrect salary notch or salary scales on appointment, notch progression, promotion or re-grading was awarded or granted to an employee, the incorrect salary notch or salary scale shall be corrected and overpayment recovered with effect from the date on which the incorrect salary notch or salary scale commenced.

5.8.2.2. The correction of the salary notch or salary scale incorrectly awarded on appointment, notch progression, promotion or re-grading and recovery of overpayments will be done, notwithstanding the fact that the employee was unaware that an error has been made, in the case where the correction amounts to a reduction of the salary notch or salary scale.

5.8.2.3. If an employee has been underpaid, an amount equal to the amount of underpayment shall be paid to an employee and that other benefits which he/she was entitled to but did not receive shall be awarded to her or him as from a current date.

5.8.2.4. If an employee has been overpaid or received such other benefits not due to him or her, an amount equal to the amount of the overpayment shall be recovered from him or her by way of deduction from his or her salary of such instalments over a period not exceeding twelve months, if the employee is in service. If the employee is no longer in service, the recovery of overpayment shall be by way of deduction from any moneys owing to him or her or by way of legal proceedings or partly in the form of money and partly in the form of legal proceedings if the money owed to him is not sufficient.

5.8.2.5. Recovery in excess of twelve months shall be considered in exceptional circumstances by the Head of Department

5.8.2.6 In all cases of recovery of payments, the Head of Department may consider waiver of interest payable to the debtors upon the resolution that it was ill-recovered in the circumstances concerned.

5.9 COUNTER OFFERS

Counter offers in the Department shall be made under the following circumstances:

- 5.9.1. to retain an employee who falls within the scarce category in the department in accordance with Occupational Specific Dispensation (OSD) directive.
- 5.9.2. to retain an employee who has been offered employment outside the province.

5.10. RECORD-KEEPING

5.10.1. All the recruitment and selection process represent an important decision making milestones. These activities have an important impact on the rights and expectations of applicants. For this reason and the fact that the outcome of the process may be challenged, it is important that all activities that involve decision making are documented and put on record as soon as each activity is finalised.

5.10.2. In this regard the following should be documented and filed:

5.10.2.1. Approval for the filling of the post:

- (a) Copy of the outcome of the job evaluation of the post.
- (b) Approval for the filling of a post.

5.10.2.2. Advertising:

- (a) A copy of the advertisement (both internal and external, where applicable).
- (b) Approval for deviation (if any) from the standard requirements linked to a post as contained in the applicable CORE

5.10.2.3. Short-listing:

- (a) The application forms and support documentation (i.e. CV's and certificates) of all applicants.
- (b) The short-listing criteria that were utilised during short-listing
- (c) The names of those applicants who were short-listed.

5.10.2.4. Selection

- (a) Particulars of members of the Selection Committee.
- (b) The selection criteria that were utilised during interviews.

5.10.2.5 Appointment

- (a) Approval for the appointment of the successful candidate.
- (b) Approval of deviation (if any) of what is prescribed.
- (c) A declaration of whether any candidate is related to or a friend of an employee who forms part of decision making process, together with steps taken to uphold fairness, equality, and objectivity, if such relationship exists.
- (d) Letter of acceptance from the successful candidate.

6. DIRECT APPOINTMENT INTO ENTRY GRADES

6.1. The purpose of granting bursaries is to provide for specific and scarce skills needs of a long term. Due consideration must be given to human resource planning to ensure that students can be suitably accommodated when they become available

6.2. Direct appointment into entry grades' without advertisement of the post should be done under the following circumstances:

6.2.1 A bursary holder, on completion of his/her studies should be appointed directly into vacant post.

6.2.1. Qualified and registered Social Workers at entry grade.

7. CONTRACT APPOINTMENTS

7.1. Contract employment should be seen as a means of engaging employees for work of limited duration.

7.2. Employment on contract basis may be made against a suitable vacant post. Such appointment must be made subject to the candidate complying with all the requirements for the post.

7.3. Employment on contract basis should be for a fixed period, not exceeding twelve months. The contract of service may be terminated prematurely if both parties agree and where it is in the public interest.

8. RE-APPOINTMENT OF FORMER EMPLOYEES

8.1 Any reappointment of a former employee must be effected with due regard to the circumstances which led to a person's discontinuation of service to ensure that initial action taken in respect of the discharge, termination, or retirement of such an employee will be above approach.

8.2 Chapter 1, part V/C 3 of Public Service Regulations, 2001 as amended gives Executing Authorities the authority and more flexibility to award a higher salary to (potential) employees with the necessary experience and scarce skills.

8.3 The re-appointment of former employees who left the public service, not on retirement, and returns after gaining some experience elsewhere should be effected, in deserving cases, by granting them salaries within the limits of the relevant salary grade at which they were at the time of resignation (with due regard to any general salary revisions or occupational specific structure adjustments) which have occurred in the meantime. Such appointments should be made against vacant post and to the same occupational classification in which they previously served. **(This is limited to Social Workers)**

8.4 The following documents must be submitted before appointment:

8.4.1. Documentary proof (service certificate) that the applicant left the public service at the salary level/grade to which he/she is to be appointed, and

8.4.2. Service certificate for the period since she/he left the public service to the last date of employment before applying for reappointment.

8.5 The re-appointment of former employees where he/she left the public service earlier on the condition that she/he would not accept or seek re-appointment, e.g. employees who took severance package may be appointed provided that:

8.5.1. the appointment is in the public interest;

8.5.2. the recruitment and selection procedures prescribed in regulations VII C and D of Public Service Regulations, 2001 as amended are adhered to;

8.5.3. No other suitable candidate could be recruited; the appointment is made for a fixed term not exceeding three years, and that term may be extended once for a further term not exceeding three years; and

8.5.4. the employee has not previously been appointed in terms of these conditions.

9. APPOINTMENT ADDITIONAL TO APPROVED ESTABLISHMENT

- 9.1.1. Employment additional to approved establishment within the relevant budget may be made where
- 9.1.2. The incumbent of a post is expected to be absent for a period that her/his duties cannot be performed by other personnel;
- 9.1.3. a temporary increase in work has occurred; or
- 9.1.4. it is necessary for any other reason to temporarily increase the staff
- 9.1.4 No employment additional to approved establishment shall be made without the approval of the Head of Department

10. RESIGNATION

10.1. Period of Notice

The period of payment is the minimum period that is required for notice of resignation. One month notice of resignation is required from an employee who is paid monthly. If a shorter period of notice is not accepted, and the employee in any case leaves at the expiry thereof, such an employee shall be deemed to have absconded.

10.2. Conditions of payment

- 10.2.1. When an employee resigns, irrespective of whether a month's notice of resignation is given or not, he/she is only paid up to and including her/his last day of actual service. If the month ends on a day of rest or consecutive days of rest, and the employee remains in service up to and including the last working day of the month, salary and allowances, if any, are paid to her/him for the day of rest, or consecutive days of rest, provided she/he is normally paid for the days of rest.
- 10.2.2. The responsibility of reporting any termination of services to Human Resource Management lies with the immediate supervisor. The reporting of termination of services shall be made within a day of receiving the notice of resignation.
- 10.2.3. Any departmental liability must be recovered before the payment of any termination benefits.

10.3. Withdrawal of resignation

An employee may withdraw her/his resignation only with the consent of the Head of Department on the recommendations of the manager/supervisor and on condition that the resignation has not yet taken effect i.e. before the employee's last working day.

11. PERFORMANCE STANDARDS FOR HANDLING OF APPLICATIONS FOR ADVERTISED POST(S)

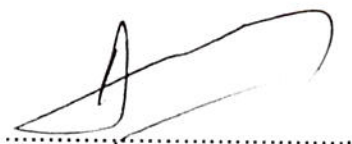
- 11.1.1 Registry to submit applications to Human Resource Management within at most **five (5)** working days of the closing date
- 11.1.2 Human Resource Management to submit scheduled applications to relevant Line Function(s) within at most **five (5)** working days of receipt from Registry
- 11.1.3 Line Function(s) to finalise short listing and selection of candidate(s) for appointment(s) within at most **three (3)** weeks of receipt from Human Resource Management, which includes submission of recommended candidate(s) to the Human Resource Management
- 11.1.4 Human Resource Management to make submission for approval for appointment(s) within at most **three (3)** working days of receipt of the results of interview(s) from Line Function
- 11.1.5 The total period involved should not exceed six (6) weeks.

12. MONITORING AND REPORTING.

- 12.1.1. Monthly returns on appointments made should be submitted to the Senior Manager: Human Resource Management on or before the 4th of every.
- 12.1.2 Monthly returns should be submitted on or before the 4th of every month.

13. REVIEW OF THE POLICY.

The policy is subject to amendment at any stage the department deems fit.

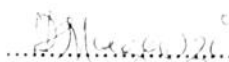


HEAD OF DEPARTMENT



DATE

APPROVED / ~~NOT APPROVED~~



MEMBER OF EXECUTIVE COUNCIL



DATE

ANNEXURE E