



# LIMPOPO

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA


## DEPARTMENT OF AGRICULTURE

### RECRUITMENT, SELECTION AND APPOINTMENT POLICY

Ref.: S4/P

DATE OF EFFECT: 01 JULY 2010

RECOMMENDED / ~~NOT RECOMMENDED~~

  
\_\_\_\_\_  
Prof. AE NESAMVUNI  
HEAD OF DEPARTMENT

05/07/10  
\_\_\_\_\_  
DATE

APPROVED / ~~NOT APPROVED~~

COMMENTS: \_\_\_\_\_  
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Me. D.B. LETSATSI-DUBA  
MEC: LIMPOPO DEPARTMENT OF AGRICULTURE

22/07/2010  
\_\_\_\_\_  
DATE

## ACRONYMS

<b><u>LDA:</u></b>	The Limpopo Department of Agriculture,
<b><u>PSC:</u></b>	Public Service Commission
<b><u>PSR:</u></b>	Public Service Regulations
<b><u>HRS:</u></b>	Human Resource Services
<b><u>DPSA:</u></b>	Department of Public Service and Administration
<b><u>MPSA:</u></b>	Ministry of Public Service and Administration
<b><u>EA:</u></b>	Executive Authority

## 1. DEFINITIONS

For the purposes of this policy the following definitions apply:

<b>“Successful Candidate”:</b>	The candidate selected as being the most suited to fill a particular position and to whom such a position is offered.
<b>“Employee”:</b>	An employee is any person employed in terms of the Public Service Act, 1994, (as amended) irrespective of rank or position.
<b>“Employer”:</b>	The word employer is used to cover both the individual person who may be the employer in legal terms, as well as the organization which is responsible for implementing Public Service human resource management policies.
<b>“Manager”:</b>	A manager is anyone whose main duties involve responsibility for the work of others. Thus, the term includes not only those who are usually referred to as managers because they are members of the so-called “management echelon”, but also all first-line supervisors.
<b>“Employment Equity”:</b>	Seeks equality, in other words equitable representation and retention of human resources.
<b>“Disability”:</b>	In this context refers to an individual who is incapacitated, either physically or mentally.
<b>“Previously Disadvantaged Group”:</b>	Persons who have suffered unfair discrimination in the past.
<b>“Competencies”:</b>	Blend of knowledge, skills, behavior and aptitude that a person can apply in the work environment of a specific post.

<b>Internal candidates:</b>	Candidates drawn within the Department, including qualifying interns
<b>“Executive Authority”:</b>	As defined in section 1(1) of the Public Service Act, 1994 (as amended)

## 2. PURPOSE

The purpose of this policy is to give direction and consistency in the implementation of the recruitment, selection and appointment of human resources in the Department.

## 3. LEGAL FRAMEWORK

- (i) Public Service Act, 1994 as amended
- (ii) Public Service Regulations, 2001 as amended
- (iii) Employment Equity Act, Act No. 55 of 1998
- (iv) Constitution of the Republic of South Africa, 1996
- (v) Labour Relations Act, Act No. 75 of 1997
- (vi) Basic Conditions of Employment Act, 1997
- (vii) Skills Development Act, 1998
- (viii) Occupational Health and Safety Act, 1993
- (ix) Promotion of access to information Act, 2000
- (x) Promotion of Administrative Justice Act (AJA), 2000
- (xi) Hand book on SMS
- (xii) White paper on Human Resource Management in the Public Service, 1997
- (xiii) White paper on Affirmative Action, 1998
- (xiv) White paper on transformation in the Public Service, 1995
- (xv) Relevant circulars issued by DPSA.

## 4. OBJECTIVES OF THE POLICY

- 4.1 To establish a consistent, fair and transparent procedure for recruitment, selection and appointment.
- 4.2 Establish objectively the criteria for selection and appointment, based on the inherent requirements of the post; and
- 4.3 Objectively evaluate the applicant's suitability for a post.

## 5. SCOPE OF APPLICATION

- 5.1 This policy shall apply to all employees and prospective employees in the Limpopo Department of Agriculture.
- 5.2 The policy may also be applicable to appointment of Interns, Experiential learners and Learnerships

## **6. POLICY STATEMENT**

### **6.1 DELEGATIONS**

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

### **6.2 RECRUITMENT METHODS OF RECRUITMENT**

- 6.2.1 Recruitment methods shall include study assistance, posting, head hunting, succession planning and advertisement.
- 6.2.2 Job specifications and job requirements shall be clearly defined in all recruitment methods.
- 6.2.3 Recruitment methods shall be in line with Public Service Commission recruitment toolkit.

### **6.3 FILLING OF VACANT FUNDED POSTS**

- 6.3.1 All posts shall be filled provided sufficient are available.
- 6.3.2 All posts shall be approved by the Executive Authority or his/her delegate before filling them.
- 6.3.3 All posts shall not be filled before they are evaluated.
- 6.3.4 Posts for level 1 to 8 may be advertised externally on local media or internally as well as DPSA and Departmental circular.
- 6.3.5 All posts on salary level 9 and above shall be advertised in a national and local media as well as DPSA and Departmental circular.
- 6.3.6 Advertisements for posts requiring security clearance shall indicate so.
- 6.3.7 Vacant posts may not be filled externally or internally if:
  - (a) There is a supernumerary employee on the same level.
  - (b) There is an employee who is identified and legible for transfer to a vacant position to enhance organizational goal.
  - (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
  - (e) An Executive Authority may fill the post without complying with the above.
- 6.3.8 Appointment of Departmental Bursary holders shall be in line with the recruitment and selection procedure

### **6.4 TIME FRAME FOR ADVERTISEMENT**

- 6.4.1 An advertisement for employment shall be 30 days, however Head of Department or his/her delegate may approve for the advertisement to run for a shorter period.
- 6.4.2 After the closing date a grace period of four (4) days will be allowed for posted applications

### **6.5 PERSONNEL SUITABILITY CHECK**

#### **6.5.1 Citizenship/Valid Work Plan**

- 6.5.1.1 Candidates applying for employment shall be South African citizens.
- 6.5.1.2 Non South African citizens shall have valid work permit.

#### **6.5.2 Security Clearance**

All appointees shall undergo security clearance where the post requires.

#### **6.5.3 Qualification Verification**

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

#### **6.5.4 Reference checks**

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

#### **6.5.5 Competency Assessment**

6.5.5.1 All SMS shall undergo competency assessment process before appointment.

6.5.5.2 Competency Assessment outcome shall not be the only determining factor for appointment, final decision of appointment still lies with the relevant Executive Authority.

### **6.6 APPOINTMENT AND UTILISATION OF EMPLOYEE**

6.6.1 The panel shall only recommend possible candidates to the Executive Authority or his/her delegate

6.6.2 Executive Authority or his/her delegate may approve or not approve the recommendation, but in case of not approving reasons shall be provided.

6.6.3 No employee shall be placed without an approved appointment letter

6.6.4 No employee shall act in a higher post for six weeks without remuneration.

6.6.5 No employee shall be placed to act on higher position without approval

6.6.6 No employee shall act in a higher post for more than twelve months

6.6.7 No employee shall be transferred to other position without approval

6.6.8 Employees shall only be placed on vacant and funded posts

### **6.7 RECORD KEEPING**

Records of recruitment shall be kept for three years after which the contents will be disposed.

## **7. POLICY REVIEW**

The policy shall be reviewed after every three years or as and when a need arise with the permission from the MEC.