



BA-PHALABORWA MUNICIPALITY

HUMAN RESOURCES

STAFF PROVISIONING POLICY

Revision History

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BA-PHALABORWA MUNICIPALITY

STAFF PROVISIONING POLICY

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1. PREAMBLE

The staff policy and its implementation will be fundamentally aimed at matching the human resource to the strategic and operational needs of the municipality and ensuring the full utilization and continued development of employees.

All aspect of staffing, structuring, recruitment, selection, interviewing and appointment of employees will be non-discriminatory and will afford applicants equal opportunity to compete for vacant positions, except as provided in this policy with reference to affirmative action and employment equity.

2. DEFINITIONS

"Induction" means initiation: a formal entry into an organization or position or office.

"nepotism" means favoritism on the basis of family relationship or friendship.

"candidate" means an applicant for a post.

"recruitment" means the activities undertaken in the human resource management in order to attract sufficient job candidates who have the necessary potential, compliance and traits to fill job requirements and to assist the municipality in achieving its objectives.

"reference check" means the gathering of information about the matching of candidate's past history from people with whom such candidate has been associated.

"selection" means the process of making decision about the matching of candidates taking into account individual differences and the requirements of the job.

All terminology not defined under clause 2 of this policy shall bear the same meaning as in the applicable legislation

3. LEGAL FRAMEWORK

Constitution of the Republic of South Africa

Local Government System Act,2000 (Act 32 of 2000).

Employment Equity ct (Act55 of 1987)

Basic Condition of Employment Act (Act 75 of 1997)

Labour Relations Act (Act 66 of 1995)

Municipal Finance Act

Local Government Regulations on appointment and Conditional of employment of Snr Managers

4. SCOPE AND APPLICATION

To ensure a fair and equitable employment process, this policy shall apply to all appointments made within the municipality. This policy will not apply to appointments arising out of a procurement process and acting appointments.

5. OBJECTIVE OF POLICY

The Ba-Phalaborwa municipality recognizes that its employment policies, practices and procedures must comply with the principle of the rule of law. The principle of the rule of law includes the principle of legality, which requires the municipality, its political office bearers as well as its employees, to comply at all times and without exception with the relevant legal prescript governing the situation concerned.

This policy is further based on the principles set out below. Human Resources management in the municipality must:

- (a) Be characterized by a high standard of professional ethics;
- (b) Promote the efficient, economic and effective utilization of employees;
- (c) Be conducted in an accountable manner;
- (d) Be transparent;
- (e) Promote good human resource management and career development practices, to maximize human potential; and
- (f) Ensure that the municipality's administration is broadly representative of the South African people, with human resource management practices based on ability, objectivity, fairness and the need to redress the imbalances of the past to achieve broad representation.

6. POLICY CONTENT

The responsibility for the appointment of personnel rests with the Municipal Manager or his/her delegated assignee(s) in terms of section 55 (1)(e) of the Local Government System Act, 2000 (Act 32 of 2000).

6.1. POST ESTABLISHMENT

The Ba-Phalaborwa municipality will maintain a record of all approved posts and shall monitor all appointment against posts according to the approved staff establishment.

The Municipal Council shall, unless it has issued delegations to any other authority, have an oversight role in the staff establishment of the municipality. Therefore, all requests for new position and /or freezing of the posts must be approved by Council.

6.2 RECRUITMENT

6.2.1. DETERMINING RECRUITMENT NEEDS

Prior to filing a post, the necessity for filing shall be asked and motivated in writing by the Head of Department to the Municipal Manager or his/her delegate: Provided that the authority to fill vacancies can only be delegated to a head of Department.

6.2.2. VALIDATION OF INHERIT REQUIREMENTS

The inherit requirements of a job must reflect the needs of the municipality and must be appropriate to achieve the service delivery interest of the municipality.

Prior to the recruitment process commencing, the outputs, skills, knowledge and competencies and stated educational requirement as contained in the competency/job profile description are scrutinized as to relevance and applicability.

6.2.3. RECRUITMENT ADVERTISEMENT

The validated and location job requirements and key performance areas shall form the basis for the advertisement and all advertisements shall clearly state:

- (a) The name and location of the municipality
- (b) Job title
- (c) Terms of appointment
- (d) Place to be stationed
- (e) Annual total remuneration package
- (f) Competency requirements of the post, including minimum qualifications and experience required.
- (g) Core functions
- (h) Need for signing of an employment contract, a performance agreement and disclosure of financial interest (in case of a section 57 position)
- (i) The need undergo security vetting
- (j) Contact person
- (k) Address where applications must be sent or delivered and
- (l) Closing date which must be a minimum of 14 days from the date the advertisement appears in the newspaper and not more than 30 days after such date.
- (m) A statement that the municipality subscribe to the principles of employment equity.
- (n) A statement that canvassing will disqualify any candidate from being considered for appointment.
- (o) A statement that applications received after the closing date will not be accepted or considered.
- (p) A statement that if an applicant does not hear from the municipality within 30 days his/her application was unsuccessful.
- (q) As statement that emailed and fax applications will not be considered.

Depending on the level of the positions, advertising of positions on lower levels will be made internally and externally on the local newspapers. Middle level, professional and Senior Management positions will be advertised externally on

the local, provincial and national newspaper in terms of section 21(1) of the Municipal Systems Act as follows:-

Nature of Post	Advertising Medium
PL15 - PL16 (General Workers) Temporary	Local Newspapers
PL15 - PL16 (General Workers) Permanent	Local Newspapers and Internal
Middle Level Occupations (PL 14-PL6)	Internally and External (Local and National newspaper)
Senior Management/section 57 managers, PL4-3 and Professional Occupations	Provincial and National Newspaper

(For guidelines on recruitment time-frames refer to Annexure A)

6.2.4. UNSOLICITED APPLICATIONS

Unsolicited applications received during the course of the municipality's operations will not be considered. Nobody may promise or undertake to accept an unsolicited application for appointment and to submit it when a vacancy is advertised.

6.2.5 HEAD HUNTING

Head hunting will be applied with caution at all times and be approved by the Municipal Manager. It should be geared towards securing an individual or individuals who possess one or more combination of specialized and critical skills, scarce skills, and knowledge and experience which would be lacking in the organization.

This type of recruitment process will be done through the use of recruitment agencies or targeted individuals who will be provided with the copy of the recruitment advertisement and allowing them to apply on their own accord.

6.2.6. SUBMISSION OF APPLICATIONS

Candidates will be required to submit their applications for a particular position, either personally or through mail, using the application form published in the Ba-Phalaborwa website and accompanied by a detailed CV.

Applications not made in the official form may not be considered.

An application for a senior manager or section 56/57 post must disclose the following:-

- (a) Academic qualifications, proven experience and competencies
- (b) Contactable references
- (c) Registration with a relevant professional body
- (d) Full details of any dismissal for misconduct and
- (e) Any disciplinary actions, whether pending or finalized, instituted against such applicant in his or her current or previous employment.
- (f) Failing to disclose or misrepresentation is a breach of the code of conduct for municipal staff and shall be dealt with in terms of the Disciplinary regulations.

6.3. SELECTION

6.3.1. GENERAL PRINCIPLE GOVERNING SELECTION

The selection criteria shall be objective and related to the inherent requirements of the job and realistic future needs of the municipality. The central guiding principle for selection shall be competence in relation to the inherent requirements of the job provided that selection shall favour, as determined by the targets, suitably qualified applicants as defined in selection 2 (3) of the Employment Equity Act.

Unless formal or statutory qualifications are clearly justified as essential for the job, relevant experience/performance, training (internal/external) as reflected or measured through competencies, and potential for the prospective vacancy shall be an important criterion.

Canvassing, that is, attempting to solicit the influence of any person who could substantially influence the selection process by job applicants, or any other person on behalf of job applicants, for posts within the Council's service is prohibited and evidence thereof will disqualify the applicant's application for consideration for appointment.

6.3.2. NEPOTISM

The basic criteria for the appointment and or promotion of employees in the Ba-Phalaborwa Municipality shall be based on appropriate qualifications, experience and appropriate performance. As per this policy relationship by a family or marriage shall constitute neither an advantage nor a disadvantage. Panel members to sign a disclosure of interest form with regard to the applicants for the positions prior to either short-listing or interviewing process.

6.3.3. SELECTION PROCESS

The purpose of selection is to identify the most suitable candidates from all the persons who applied and to eliminate unsuitable candidates in the fairest way possible.

A Municipal Council must appoint a selection panel of three and not more than five members to make recommendations for the appointment of a senior manager or section 56/57 managers as follows: _

(i) POSITION OF MUNICIPAL MANAGER

- (a) The Mayor (who will be chairing the committee)
- (b) A councilor designated by the Council
- (c) At least one person who is not a councilor or staff member of the municipality and who has expertise in the area of the advertised post.

(ii) SENIOR MANAGER DIRECTLY ACCOUNTABLE TO THE MUNICIPAL MANAGER

- (a) The Municipal Manager (chairing)
- (b) Member of the Executive Committee or Councillor who is the portfolio head of the relevant portfolio
- (c) At least one person who is not a councilor or a staff member of the municipality, and who has expertise in the area of the advertised post.

(iii) ALL OTHER POSITIONS

The selection process will be conducted by a selection panel consisting of (depending and with due cognizance of the post) unless stated otherwise.

- (a) The Municipal Manager or his /her delegated assignee
- (b) Manager of the Department / Section
- (c) HR Department
- (d) Labour Unions - attending as observers

6.3.4. DISCLOSURE OF INTEREST

A panel member must disclose any interest or relationship with shortlisted candidates during the short listing process. The said panel member must recuse him/herself from the selection panel if:-

- (a) His/her spouse, partner, close family member or close friend has been shortlisted for the post
- (b) The panel member has some form of indebtedness to a short-listed candidate or vice versa
- (c) He/she has any other conflict of interest

A panel member and staff member must sign a declaration of confidentiality to avert the disclosure of information to unauthorized persons.

A staff member providing secretarial or advisory services during the selection process may not form part of the selection panel.

6.3.5. COMPILING SHORTLIST OF APPLICANTS

SECTION 56/57 MANAGERS

A Mayor, in the case of the Municipal Manager, or the Municipal Manager in the case of the Manager directly accountable to the Municipal Manager, in consultation with the selection panel must compile :-

- (a) A list of all applicants who applied for the advertised post
- (b) A shortlist of all applicants who have been evaluated against the minimum competency requirements as set out in the Local Government: Regulations on appointment and conditions of employment of senior managers.

For the remaining positions, a list will be compiled by the Director Corporate Services. The master list must contain, in table format, the following particulars in respect of each candidate:

- (a) The applicant's surname followed initials
- (b) The applicant's gender
- (c) The applicant's race
- (d) The applicant's qualifications and experience relevant to the job description and job specification
- (e) The National diplomas should be clearly marked as either an FET or Technikon diploma to assist the short listing panel
- (f) If applicable, the nature of the applicant's disability
- (g) The contact no. of the candidate.

The Director Corporate Services must submit the master list together with the applications to the Selection Panel during short-listing process.

The Director Corporate Services must, during the compilation of the master list, take all reasonable steps and actions to establish the validity and accuracy of any certificates, diplomas and other information supplied by an applicant. If any applicant submitted or claimed that she/he had some or other certificate or diploma, qualification or experience that is disproved, such information must be noted next to the name of the candidate in the master list.

The Selection Panel, as the case may be, must select the master list, with due regard for the numerical goals set in the Municipality's employment equity plan not more than five (05) applicants for ordinary posts and not more than ten candidates for scarce and critical skills, who in their opinion would be the most suitable candidates to be subjected to the selection process. Short-listing must be done in accordance with the following order of preference-

- Internal applicants
- Local applicants
- Provincial applicants
- National applicants

6.3.6. SCREENING OF CANDIDATES

Screening will be done, following the processes given below:-

- (a) Conducting the necessary reference checks
- (b) Contacting a candidates current or previous employer
- (c) Determine the validity of a candidate's qualification and
- (d) Verifying whether candidate has been dismissed previously for misconduct or poor performance by another employer.

A report must be compiled by the Mayor in the event of the position of Municipal Manager and by the Municipal Manager in the event of a senior manager directly accountable to him/her.

The Director Corporate Services shall send the shortlisted candidate's Curriculum Vitae and their copies of qualifications to the Risk Management unit for screening of qualifications and clearing of criminal record prior to the interviewing process. Candidates will be notified of the interview process immediately after the Director Corporate Services has received confirmation from the Risk Management Unit.

6.3.7. NOTIFICATION OF SELECTED CANDIDATES OF SELECTION PROCEEDINGS

The Director Corporate Services representative or his/her designate must notify every candidate whose name appears on the short-list of the venue, date and time of interviews using the most reliable communications methods available.

6.3.8. INTERVIEWING PROCESSES

- (a) The selection panel must conduct interviews within 21 days after the screening of the candidates
- (b) The selection panel for a specific post must remain the same through the screening and interviewing process
- (c) The determination of candidates to be recommended for appointment must be considered by way of consensus between members of the selection panel.
 - (e) If consensus cannot be reached, a dissenting member may record his or her concerns in the minutes, whereafter the issue may be voted upon, with each member of the selection panel entitled to one vote.
 - (f) The selection panel must recommend the second and third suitable candidates to minimise delays that may arise in the filling of the post in case the first candidate declines or does not accept the offer.
- (c) Notwithstanding item 6.3.3. (iii) an official appointed to serve in the panel must be higher than the position being interviewed. The Director-Corporate Services will (in consultation with the department concerned) appoint such panelist for shortlisting and interviewing purposes.

The Human Resources Manager and the Director-Corporate Services may sit in any selection process for advisory reasons.

Completed score sheets must be kept in a safe storage after an appointment decision has been made.

(For guidelines on how to conduct interviews refer to Annexure B)

6.3.8. CONDUCTING COMPETENCY TESTS

- (a) The candidates recommended for appointment to the post of a senior manager must undergo a competency assessment using assessment tools that are capable of being applied fairly and not be biased against any person or group of persons, which tool must have been budgeted for by the municipality.
- (b) One or more relevant proficiency tests (e.g. Typing tests, operating a grader, driving, plumbing, mechanic etc.) may be required to be conducted before or after an interview is conducted. A proficiency test may only be required if the outcome thereof is relevant to the expected job standards that would be expected of the employee and it relates to the job description. The proficiency result will comprise 30% of the total score.

Medical testing

Medical testing for other appointments like sewage works will be conducted in order to determine the health of the employee prior to placement in the working conditions and during the exit of the same employee to determine if he has not contracted diseases during the period of the employ.

However, the employee's health status will not be used against him to deny appointment.

6.4. APPOINTMENT

The appointment of an applicant may take place only in accordance with the requirement of the post concerned and the merit of the applicant as approved by the Municipal Manager.

6.4.1. APPOINTMENT FOR A FIXED TERM

The employment contract of a person appointed on a fixed term must include, subject to the applicable labour legislation, details of:

- (a) The duties, remuneration, benefits and other terms and conditions of employment of the employer and employee;
- (b) The term of employment, which terms may not exceed a period ending two years after the election of the next council of the municipality, provided that the term of any person appointment to work directly under the supervision and command of a political office-bearer or other council must expire if that office-bearer ceases to hold office;
- (c) Include a provision for cancellation of the contract, in the case of non-compliance with the employment contract or the performance agreement;
- (d) Stipulate the terms of the renewal of the employment contract, but only by agreement between the parties; and
- (e) Reflect the values and principles referred to in Section 50, the Code of Conduct set out in Schedule 2, and the management standards and practices contained in section 51 of the Municipal Systems Act.
- (f) The annual performance agreement must be concluded within a reasonable time after a person has been appointment and, thereafter, on or before the 31st July each year.
- (g) The performance agreement must meet the objectives and targets that the incumbent must meet during the next financial year. Such performance objectives and targets must be practical, measurable and based on the key performance indicators set out in the municipality's integrated development plan.
- (h) The time frames, within which those performance objectives and targets must be met.
- (h) Standards and procedures for evaluating performance.
- (i) The intervals for evaluation; and
- (j) The consequence of substandard performance.

- (k) The annual performance agreements of the Municipal Manager, Senior Managers and any other categories of officials may be prescribed in terms of the Local Government: Municipal Finance Management Act, Act No 56 of 2003 must be made public not later than 14 days after the approval of the municipality's service delivery and budget implementation plan as required by the above-mentioned Act.
- (l) Copies of such performance agreements must be submitted to the council and the MEC for local government in the province within thirty days after signing of the performance agreements.

6.4.2. APPOINTMENT OF EMPLOYEES TO POSTS IN THE TEMPORARY ESTABLISHMENT

A person appointed on a temporary position-

- (a) Should be appointed at the salary scale applicable to a comparable position on the permanent establishment;
- (b) May not receive any housing and travelling benefits;
- (c) May not become a member of retirement fund or medical aid scheme to which the municipality must contribute;
- (d) Earn leave in terms of the relevant collective agreement; and is subject to the attendance requirement, rules of conduct and grievances procedures in terms of the municipality's conditions of service;
- (e) May not be appointed for a period exceeding six (6) months and may not be appointed for a consecutive period of six (6) months.

6.4.3. APPOINTMENT OF PERSONNEL IN THE OFFICE OF ANY COUNCILLOR

Administrative support is assigned only to a full-time political office-bearer. Any position created with the sole purpose of providing administrative support to a councillor, is created in the office of the Municipal Manager and should be

contractual based on the term of office of the said Councillor or political office bearer.

When the councilor to whom the employee had been assigned, ceases to be a councilor, political office bearer or a full time councilor of the municipality, which ever event happens first, the employee's contract will be terminated.

6.4.4. APPOINTMENT OF A REPLACEMENT LABOUR IN THE EVENT OF STRIKE

The Municipal Manager may, after consultation with the relevant departmental heads and the Chief Financial Officer, employ replacement labour during a strike in terms of, and consistent with, section 76 of the Labour Relations Act 1995.

Every person appointed as replacement labour must receive a letter of appointment that complies with section 29 of the Basic Conditions of Employment Act 1997. The letter of appointment must clearly stipulate that:

- (a) The appointment is only for the duration of the strike and that the services of the employee will terminate immediately when the regular employees of the municipality return to work; and
- (b) Termination of any replacement labour employment shall not constitute a dismissal of the person concerned and that she/he not be entitled to any additional remuneration or compensation in respect of the completion of such period.
- (c) An employee's employment with the municipality will come to an automatic end on expiry of the term and such termination shall not be constructed as a termination based on the municipality's operational requirements; nor as an unfair dismissal.
- (d) Accordingly, reference in this paragraph to additional remuneration or compensation to which the person shall not be entitled, includes but is not limited to, severance pay, not pay, retirement and medical aid fund benefits to which an employee may otherwise be entitled to in the event of a termination based on an employer's operational requirements.

6.4.5. APPOINTMENT TO A PERMANENT POSITION

The Director Corporate Services must present every newly appointed employee with a letter of appointment not later than the day on which she/he starts working in terms of section 29 of the Basic Conditions of Employment Act 1997 and the appointed employee shall in return submit a letter of acceptance of the position being offered.

Letters of regrets will also be written to candidates who attended the interviews process but could not secure employment.

6.4.5.1. PROBATION

Any permanent employee who is newly appointed must be on probation for a period of six (6) months, with the provision to extend by another six (6) months if the supervision is not satisfied with the performance. The appointing authority must state the probation period at the time of making the appointment having regard for the inherent requirements of the position concerned. Any appointment on probation must also comply with the relevant legal prescript of the Labour Relations Act, Act 66 of 1995 and schedule 8 of Code of Good Practice published in terms of the aforementioned Act.

The departmental head concerned must evaluate the progress and performance of an employee appointment on probation on a monthly basis according to such factors, objectives and criteria as may be prescribe in terms of the Municipality's employee performance appraisal system.

6.4.5.2. INDUCTION/ORIENTATION

For all permanent and temporary appointments, the Human Resources Manager will take full responsibility for induction:

- (a) The new appointee will be introduced to his/her immediate supervisor by the Human Resources Manager.
- (b) The Human Resources Manager shall ensure, in conjunction with the incumbent, that all appointment documentation has been completed and processed.
- (c) The Human Resources Manager will induct the new appointment on the range of services.
- (d) The Human Resources Manager will provide a copy of the job description relating to the new employee's specific position/job function (line management is expected to conduct a full job orientation).
- (e) The Human Resources Manager will also explain and provide a copy of the Council's Human Resources Policy.

- (f) The following documents becomes the package to be distributed to the newly appointed employee during the induction:
 - (aa) Sign job description
 - (bb) Copy of Conditions of Service
 - (bb) Oath of secrecy (to be signed by the employee with the Commissioner of Oath
 - (cc) Sign the Code of Conduct
- (g) The Human Resources will arrange a formal orientation with all newly appointed employees where all departments will present their municipal functions and the employees are orientated of the municipal buildings.

- (h) The Head of Department is responsible for the induction of each employee in his/her department in order to familiarize the employee with the department in which he/she has been appointed.

6.5. RELOCATION OF NEWLY APPOINTED EMPLOYEES

The municipality shall pay for relocation the least amount in terms of the quotation received, and shall not exceed the maximum stipulated amount in terms of the Relocation Policy for the movement of households from one place to the other, i.e.

a place closer to his/her workplace on his/her appointment. The employee must obtain three written quotations to that effect for consideration and approval by the Municipal Manager.

The employee must reimburse the full amount of the subsidy to the municipality if he resigns, retires, dies or his/her employment with the municipality is terminated for whatever reason within one year after the subsidy had been paid and does Council have the first claim on any salary, payment in regard of leave or any other money that the Council owes the employee, the indebted money shall be deducted from the above mentioned money.

6.6. CONFIDENTIALITY

By signing the contract of employment, all employees bind themselves to an undertaking of confidentiality, whereby they will not disclose any information pertaining to the operations of council without permission of council and municipal manager, unless required within the course of their duties, whether this been during or after termination of employment.

7. IMPLEMENTATION AND MONITORING

This policy will be implemented and become effective once approved by council.

8. COMMUNICATION

This policy will be communicated to all municipal employees using the full range of communication methods available to the municipality.

9. POLICY REVIEW

This policy will be reviewed after three years and revised whenever it is necessary

10. ROLES AND RESPONSIBILITIES

Responsible person	Activity
Municipal manager (subject to delegations if any)	Approves the establishment and all appointment other than section 56 posts.
Council	Approves recommendations of the selection panels in respect of appointments on job levels relating to the municipal manager and section 56 managers.
Director	Review the operational needs for advertising the position and appoints in terms of the authority and delegations by the Municipal Manager.
Selection Panels	Short-listing, conduct interviews and make recommendations on suitability of candidates
Human Resources	Custodian of recruitment selection, placement and induction processes.
Labour Representatives	Ensure transparency and openness in the selection processes.

11. RECORD KEEPING

Adequate records of the entire selection process need to be maintained, including selection and short-listing criteria; reasons for inclusions/exclusions of candidates; structured interview guide; copies of all other assessments utilized; comprehensive notes on the assessments of each candidate; assessment ratings; reference checks. These records need to be maintained for the prescribed period.

12. PENALTIES

Non-compliance to any of the stipulations contained in this policy will be regarded as a misconduct, which should be dealt with in terms of the Disciplinary Code.

13. DISPUTE RESOLUTION

Internal dispute resolution processes shall be followed in the event of any grievances and disputes arising out of the implementation of this policy. For all external candidates, the recognized labour relations mechanisms shall be applied.

14. APPROVAL

Approved by: Municipal Manager

Date:

Approved by Council:

Date:

RECRUITMENT TIME-FRAMES

ANNEXURE A

The following time-frames should serve as a guideline for turnaround on recruitments.

Activity	Responsibility	Time
Vacancy <ul style="list-style-type: none"> • Through resignation • Dismissal • Retirement • Incapacity • Other 	Head of Department to motivate filing of post to Municipal Manager	Within two (2) weeks of occurrence of vacancy or as soon as possible
Advertisement <ul style="list-style-type: none"> • Internal • External 	Human Resources/Corporate Services to request job descriptions and requirements of the post from relevant Directorate and place advertisements	Advertisements are for two (2) weeks period with a grace of additional three (3) days for posted applications
Screening <ul style="list-style-type: none"> • Rejecting non-complying applications • Filing complying applications 	Recruitment Office	Within a weeks (5) days from the closing date of applications in terms of the advertisement
Capturing of applications		
Short-listing	Short-listing Committee	Within two weeks from the closing date of applications in terms of the advertisement
Interview	Selection Panel	Within a week from the final short-listing
Approval	Municipal Manager/Council	Within a week after recommendations submitted by the

		Selection Panel
Appointment	Human Resources after approval by municipal manager/council	Immediately after approval by the delegated authority
		Average time frame from date of advertisement to appointment is ten (10) weeks.

ANNEXURE B

Guidelines about Conducting Interviews

1. The chairperson will confirm as whether the candidate attended the correct interviews in terms of the position applied for.
2. The chairperson will welcome the candidate, thank the candidate for attending and introduce the panel to the candidate.
3. The chairperson will inform the candidate regarding the interview format, and mention the opportunity for questions at the conclusion of the interview.
4. The chairperson and the panel will pose questions to the candidate in order to gain as much information as possible about the candidate. The topics which must be covered will include amongst others the following, if not stated in the profile of the candidate: questions checking capability in terms of position applied for; personal qualifications; work experience; personal achievements; social activities; and any other special question related to the applied for.
5. All responses by the candidate should be recorded.
6. Each member of the panel must make individual assessment prior to discussions by the panelists.
7. Candidate s must be advised about any special conditions (e.g. leave period, overtime etc.) that are applicable to the position. Candidate must be asked if they are comfortable with and can meet the special conditions presented to them regarding the position.
8. After the candidate has asked questions regarding the post and the work environment and answers provided by the panel, the chairperson should advise the candidate on the next step in the selection process and timing for decision making.
9. After the interview is completed, the chairperson will thank the candidate and with one of the panel members escorting her/him out.



BA-PHALABORWA MUNICIPALITY

APPLICATION FORM FOR EMPLOYMENT

TERMS AND CONDITIONS

1. The purpose of this form is to assist a municipality in selecting suitable candidates for an advertised post.
2. This form must be completed in full, accurately and legibly. All substantial information relevant to candidates must be provided in this form. Any additional information may be provided on CV.
3. Candidates shortlisted for interviews may be requested to furnish additional information that will assist municipalities to expedite recruitment and selection processes.
4. All information received will be treated with strictly confidentiality and will not be used for any other purpose than to assess the suitability of the applicant.
5. This form is designed to assist municipality with the recruitment, selection and appointment of senior managers in terms of the Local Government: Municipality System Act, 2000(Act No.32 of 2000)

A. DETAILS OF THE ADVERTISED POST(as reflected in the advert)				
Advertised post applying for				
Reference number				
Name of the Municipality				
Notice service period				
B. PERSONAL DETAILS				
Surname				
First Names				
ID or Passport Number				
Race	African	Coloured	Indian	White
Gender	Female		Male	
Do you have a disability?	Yes		No	
If yes, elaborate				
Are you a South African citizen?	Yes		No	
If no what is your Nationality?				
Work permit number(if any):				
Do you hold any political office in a political party, whether in a permanent, temporary or acting capacity? If yes provide information below				No
Political Party:	Position		Expiry date:	
Do you hold a professional membership with any professional		No		

body? if yes, provide information below:		
Professional Body	Membership number	Expiry date

C. CONTACT DETAILS			
Preferred language for correspondence?			
Telephone number during office hours			
Preferred method for correspondence (mark with an X)	Post	E-mail	Fax
Correspondence contact details (in terms of the above)			

D. QUALIFICATIONS (Additional information may be provided on your CV)			
Name of a School/ Technical College	Highest qualification obtained	Year Obtained	
Name of Institution	Name of Qualification	NQF Level	Year obtained

E. WORK EXPERIENCE	POSITION	From MM	YY	To MM	YY	Reason for leaving
If you were previously employed in Local Government, indicate whether any condition exists that prevents your re-employment				Yes	No	
If yes, provide the name of the previous municipality:						

F .DISCIPLINARY RECORD		
Have you been dismissed for misconduct on or		

after July 2011?	Yes	No
If yes Name of Municipality/ institution:		
Type of a misconduct/ Transgression		
Date of a resignation/ disciplinary case finalised		
Award sanction		
Did you resign from your job on or after 5 July 2011 pending of the disciplinary proceedings? If yes, provide details on a separate sheet.	Yes	No

G. CRIMINAL RECORD

Were you convicted of criminal offence involving financial misconduct, fraud or corruption on or after 5 July 2011? If yes, provide details on a separate sheet.	Yes	No
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H. REFERENCE				
Name of Referee	Relationship	Tel(office hours)	Cellphone Number	Email

1. DECLARATION	
<i>I hereby declare that all the information provided in this application and any attachments in support thereof is to the best of my knowledge true and correct .I understand that any misrepresentation or failure to disclose any information may lead to my disqualification or termination of my employment contract, if appointed.</i>	
Signature:	Date:



BA-PHALABORWA MUNICIPALITY

DECLARATION OF CONFIDENTIALITY BY THE SELECTION PANEL MEMBER

INTERVIEWS FOR THE ADVERTISED POST OF
(Name of the advertised post)

DATE:

Ihereby declare that I have read the provision of regulation 10 of the Local Government: Regulations on Appointment and conditions of Employment of Senior Managers (''hereinafter referred to as the Regulations'')

I hereby further declare that-

- (a) I have no personal interest in any of the interviewed candidates;
- (b) I do not have any relationship whatsoever with the interviewed candidates;
- (c) I am not indebted to any of the interviewed candidates or vice versa;
- (d) My participation in this interviews will not in any way constitute a conflict of interest or unduly influence or attempt to influence the appointment or promotion for a spouse, partner, family member friend or associate;
- (e) I will not discuss the outcome of these interviews or inform any candidate who has been interviewed about the outcome of these interviews; and
- (f) All the discussions emanating from the interview process will be kept strictly confidential and no information will be disclosed with any candidate or person who is not part of the Selection Panel until such time that the Municipal Council has approved the recommendations of the selection panel and the successful candidate has been duly informed about the decision of Council.

Signed at.....on this.....day of.....201

.....
Signature: Selection Committee Member

.....
Signature: Chairperson



BA-PHALABORWA MUNICIPALITY

DECLARATION OF CONFIDENTIALITY BY THE STAFF MEMBER PROVIDING SECRETARIAL SERVICES DURING THE SELECTION PROCESS

INTERVIEWS FOR ADVERTISED POST OF.....

(NAME OF THE ADVERTISED POST)

DATE:

Ihereby declare that I have read the provision of regulation 10 of the Local Government: Regulations on Appointment and conditions of Employment of Senior Managers (“hereinafter referred to as the Regulations”)

I hereby further declare that-

- (a) I have no personal interest in any of the interviewed candidates;
- (b) I do not have any relationship whatsoever with the interviewed candidates;
- (c) I am not indebted to any of the interviewed candidates or vice versa;
- (d) My participation in this interviews will not in any way constitute a conflict of interest or unduly influence or attempt to influence the appointment or promotion for a spouse, partner, family member friend or associate;
- (e) I will not discuss the outcome of these interviews or inform any candidate who has been interviewed about the outcome of these interviews; and
- (f) All the discussions emanating from the interview process will be kept strictly confidential and no information will be disclosed with any candidate or person who is not part of the Selection Panel until such time that the Municipal Council has approved the recommendations of the selection panel and the successful candidate has been duly informed about the decision of Council.

Signed at.....on this.....day of.....201

.....
Signature: Secretariat

.....
Signature: Chairperson

