



**RECRUITMENT & SELECTION POLICY FOR ALL  
PERMANENT APPOINTED OFFICIALS EXCLUDING  
SENIOR MANAGERS IN TERMS OF LOCAL  
GOVERNMENT REGULATIONS OF 2014**

Latest Council Approved: **DC 1091/06/16**

Previous Policy Council Approved: **DC 744/12/14**

## 1. DEFINITIONS

- 1.1 All definitions used in this policy are defined in the Main Collective Agreement of the South African Local Government Bargaining Council (SALGBC) of 1 July 2015 until 30 June 2020, unless stated otherwise with the relevant definition.

Words indicating the masculine gender shall include the feminine gender.

- 1.2 **Black People (as per Employment Equity Act 55 of 1998) –**  
“is a generic term which means Africans, Coloureds and Indians”
- 1.3 **Candidate** for the purposes of this policy is an applicant for a post
- 1.4 **Categories of learners –** As defined in the attached Annexure A
- 1.5 **Competency** for the purposes of this policy refers to knowledge, skills, attitude or behavior pertinent to the advertised position
- 1.6 **Council** -“means Eden District Municipality”
- 1.7 **Confidentiality** – “means keeping information private and not telling others including co-workers, friends, family, etc.
- 1.8 **Conflict of Interest** – “means a situation in which an individual has competing interests or loyalties” see par 7.5
- 1.9 **Criminal Record-** means you have been charged with a crime and found guilty and/or sentenced
- 1.10 **Day** – “means Monday to Friday, excluding public holidays, unless indicated otherwise by the context”
- 1.11 **Designated group (as per Employment Equity Act 55 of 1998) -** “means black people, women and people with disabilities”
- 1.12 **Earnings threshold (as per Collective Agreement on Conditions of Service) –**  
“means the top notch of the salary scale (T-grade) within which the Basic Conditions of Employment Act, 1997 earnings threshold determination falls, as amended from time to time”
- 1.13 **Employee** – “means any person, excluding an independent contractor who works for another person or for the State and who receives, or is entitled to receive, any remuneration”
- 1.14 **(as per Employment Equity Act 55 of 1998) –** “(b) means any other person who in any manner assists in carrying on or conducting the business of an employer”
- 1.15 **Employer** -“means Garden Route District Municipality”

- 1.16 Essential job requirements** for the purposes of this policy is the skills, knowledge or experience that are necessary to perform a job as defined in the Job Description
- 1.17 Fixed term contract employee**
- "for the purposes of this policy is a person who is employed on a contract that includes an agreement detailing the relationship between the employer and employee, which is determined by an objective condition that creates no false expectations of renewal of the contract, and is based on a specific duration or time frame with dates or the completing of a specific task, project or event, other than the normal agreed retirement age," In terms of Sec 198B of the LRA
- 1.18 Headhunting** for the purposes of this policy is the process of selecting individuals with a proven track record (reputation, work history, professional acquaintance and minimum academic qualification) within a particular field, who can be evaluated to fill a vacant post.
- 1.19 IMATU** – "means the Independent Municipal and Allied Trade Union"
- 1.20 Job Description (as defined in the Task Memorandum of Understanding)** – "means a job description, as contemplated in section 66 of the MSA, describing the content, duties, reporting lines and other specifications of a position or job"
- 1.21 Medical Practitioners** – "means all practitioners as defined by the Health Professions Council of South Africa (Medical and Dental Practitioners)"
- 1.22 Medical surveillance (as per Occupational Health and Safety Act 85 of 1993)** – means a planned programme of periodic examination (which may include clinical examinations, biological monitoring or medical tests) of employees by an occupational health practitioner or, in prescribed cases, by an occupational medicine practitioner"
- 1.23 Medical testing (as per Employment Equity Act 55 of 1998)** - "includes any test, question, inquiry or other means designed to ascertain, or which has the effect of enabling the employer to ascertain, whether an employee has any medical condition". (As per statutory requirement or validated by the Health Professional Council of SA and as per ruling of the Labour Court)
- 1.24 Municipality** -"means Garden Route District Municipality"
- 1.25 Observer** – "a person who have been designated by the Accounting Officer to be part of the Recruitment and Selection process with no participatory status in the process – meaning the person is not allowed to influence or advise during the process and/or outcome"
- 1.26 Occupational Health (as per Occupational Health and Safety Act 85 of 1993)** – includes occupational hygiene, occupational medicine and biological monitoring"

- 1.27 Occupational Health Practitioner (as per Occupational Health and Safety Act 85 of 1993)** – means an occupational medicine practitioner or a person who holds a qualification in occupational health recognized as such by the South African Medical and Dental Council as referred to in the Medical, Dental and Supplementary Health Service Professions Act, 1974 (Act 56 of 1974), or the South African Nursing Council as referred to in the Nursing Act, 1978 (Act 50 of 1978)
- 1.28 Occupational Qualification (as per Skills Development Act 97 of 1998)** – means a qualification associated with a trade, occupation or profession resulting from work-based learning and consisting of knowledge unit standards, practical unit standards and work experience unit standards"
- 1.29 Occupational Qualification Framework (as per Skills Development Act 97 of 1998)** – means the sub-framework for occupational qualifications which forms an integral part of the National Qualifications Framework"
- 1.30 Office Bearer** (as per SALGBC Main Collective Agreement) – "means the elected president, deputy president, vice-president, chairperson, vice-chairperson, treasurer or secretary of the Trade Unions"
- 1.31 Official** (as per SALGBC Main Collective Agreement) – "means a full-time employee of IMATU, SAMWU or SALGA"
- 1.32 People with disabilities (as per Employment Equity Act 55 of 1998)** – "means people who have a long-term or recurring physical or mental impairment which substantially limits their prospects of entry into, or advancement in employment"
- 1.33 Placement (as per Skills Development Act 97 of 1998)** - "means placing an individual in a placement opportunity, with due regard to the Code of Good Practice on the Integration of Employment Equity in Human Resources Policies and Practices in terms of the Employment Equity Act, 1998 (Act 55 of 1998)"
- 1.34 Placement Opportunity (as per Skills Development Act 97 of 1998)** – means any opportunity for work or learning that could be offered to an individual and includes a vacancy for employment, an opportunity for self-employment, a learning programme and community service"
- 1.35 Position (as defined in the Task Memorandum of Understanding)** – "means an individual position on the staff establishment of a Municipality which is occupied by an individual employee"
- 1.36 Reasonable accommodation (as per Employment Equity Act 55 of 1998)** - "means any modification or adjustment to a job or to the working environment that will enable a person from a designated group to have access to or participate or advance in employment"
- 1.37 Recognition of Prior Learning (as defined by South African Qualifications Authority (SAQA)** – "is a process whereby people's prior learning can be formally recognized in terms of registered qualifications and unit standards, regardless of where and how the learning was attained.

RPL acknowledges that people never stop learning, whether it takes place formally at an educational institution, or whether it happens informally"

- 1.38 Recruitment** for the purposes of this policy is the set of activities undertaken by the Corporate Services Department to attract sufficient job candidates who have the necessary potential and competencies needed to assist Eden District Municipality achieve its strategic objectives as defined in the Integrated Development Plan
- 1.39 Reference check** for the purposes of this policy is the process of gathering information about the candidate's past work history from people and/or institutions or organisations with whom such candidate/s have been associated
- 1.40 Registered Medical Practitioner (as per Collective Agreement on Conditions of Service)** – "means a person entitled to practice as a medical practitioner in terms of section 17 of the Medical Dental and Supplementary Health Services Professions Act, 1974 (Act 56 of 1974)"
- 1.41 Regulation of Non-Standard Employment and General Provisions (as per Labour Relations Amendment Act, 2014, Section 198 (b-d) –**
- Section 198B – Fixed term contracts with employees earning below earning threshold  
 Section 198C – Part-time employment of employees earning below earning threshold  
 Section 198D – General provisions applicable to sections 198A to 198C
- 1.42 Remuneration (as per Employment Equity Act 55 of 1998)** - "means any payment in money or in kind, or both in money and in kind, made or owing to any person in return for that person working for any other person, including the State"
- 1.43 Representative Trade Union** – "means the Trade Unions parties to this Policy, IMATU and SAMWU"
- 1.44 Roles and Responsibilities of a Municipal Manager** – "As head of Administration the Municipal Manager is responsible for the appointment of staff other than those referred to in section 56 (a), subject to the Employment Equity Act, 1998 (Act 55 of 1998);
- 1.45 SALGA** – "means the South African Local Government Association"
- 1.46 SAMWU** – "means the South African Municipal Workers' Union"
- 1.47 Seasonal Employee** – "means an employee who is employed to work a full season, of not less than a continuous period of six months and who should qualify for all benefits in terms of employment conditions, except housing and pension benefits"
- 1.48 Suitably qualified person (as per Employment Equity Act 55 of 1998)** – "means a person contemplated in sections 20(3), (4), (5) and (6);



- 1.48.1** 20 (3) a person may be suitably qualified for a job as a result of any one of, or any combination of that person's-
- (a) formal qualifications;
  - (b) prior learning;
  - (c) relevant experience; or
  - (d) capacity to acquire, within a reasonable time, the ability to do the job.
- 1.48.2** 20 (4) when determining whether a person is suitably qualified for a job, an employer must-
- (a) review all the factors listed in subsection (3); and
  - (b) determine whether that person has the ability to do the job in terms of any one of, or any combination of those factors."
- 1.48.3** 20 (5) "in making a determination under subsection (4), an employer may not unfairly discriminate against a person solely on the grounds of that person's lack of relevant experience".
- 1.48.4** 20 (6) "an employment equity plan may contain any other measures that are consistent with the purposes of this Act".
- 1.48.5** Suitably qualified applicants must meet the essential job requirements. (An essential job requirement is the skills, knowledge or experience that are necessary to perform a job).
- 1.49** **Senior Manager** (regulations on appointment and conditions of employment for senior managers) – "means a municipal manager or acting municipal manager, appointed in terms of section 54A of the Act, and includes a manager directly accountable to a municipal manager appointed in terms of section 56 of the Act; refer to local government regulations of 2014"
- 1.50** **Selection** for the purposes of this policy is the process of making a choice from a list of candidates, the person or persons who best meet the selection criteria or the set performance standards for the position available
- 1.51** **Shop Steward** – "means a Trade Union representative as defined in the Act"
- 1.52** **Temporary Employee** – "means an employee appointed full-time or part-time for a maximum period of twelve (12) months to undertake and complete a specified task;
- 1.53** **Trade Unions** – "means either IMATU and/or SAMWU" and trade unions means IMATU and/or SAMWU;
- 1.54** **Workplace** – "means the location at which an employee provides work for an employer as per employment letter"
- 1.55** **Upper Limits** – "these regulations are applicable to Section 54 and Section 56 appointees".

## **2 INTRODUCTION**

- 2.1** Garden Route District Municipality recognises that staff is its most important asset in ensuring that effective, efficient services are delivered to the community it services in accordance with objectives and priorities as set out in its Integrated Development Plan (IDP). Therein Garden Route District Municipality strives to attract and appoint the most suitable candidates, creating and maintaining a diverse workforce for permanent posts.
- 2.2** This Policy is applicable on permanent appointments for filling of posts as identified on the approved organizational structure and excludes the fixed term contracts and section 54A and 56 appointments.
- 2.3** Contract appointments will be dealt with in accordance with a separate policy (Contract Appointment Policy).

## **3 PURPOSE**

The purpose of this policy is to:

- 3.1** Establish fair and objective principles for the staffing for Garden Route District Municipality.
- 3.2** Provide guidelines for the recruitment, selection and appointment of staff for Garden Route Municipality.
- 3.3** Establish principles and procedures to ensure that the aims and objectives of the Employment Equity Plan of Garden Route District Municipality are attained.

## **4 PRINCIPLES**

- 4.1** The following principles will apply in the implementation of this policy:
- 4.1.1** Transparency,
  - 4.1.2** confidentiality,
  - 4.1.3** objectivity,
  - 4.1.4** ethical and
  - 4.1.5** non-discriminatory.
- 4.2** The above-mentioned principles will be underpinned by the following:
- 4.2.1** Alignment of the human resources with the strategic and operational needs of the Garden Route District Municipality.
  - 4.2.2** Each appointment must be rationally and objectively justifiable by reference to the strategic and operational needs of the Employer as reflected in the IDP.

- 4.2.3** To determine the relevant reporting and managerial structures of the organization for the recruitment and selection process.
- 4.2.4** All aspects 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.
- 4.2.5** With reference to the Constitution of South Africa Act No 108 of 1996 as amended and the provisions of Chapter II of the Employment Equity Act No 55 of 1998, under no circumstances should any person be refused employment on any arbitrary or discriminatory basis, including but not limited to race, gender, sex, pregnancy, marital status, family responsibility, ethnic or social origin, colour, sexual orientation, age, disability, religion, HIV status, conscience, beliefs and/or opinion, taking into account the provision of Chapter III of the Employment Equity Act No 55 of 1998 as well as the Code of Good Practice on the Integration of Employment Equity into Human Resource Policies and Practices (Published on 04 August 2005).
- 4.2.6** Garden Route District Municipality is a designated employer in terms of the Employment Equity Act, and as such preference will be given to suitably qualified candidates who are members of designated groups as defined in section 1 of the Employment Equity Act No 55 of 1998.
- 4.2.7** Garden Route District Municipality recognizes the intentions of the South African Qualifications Authority Act No 58 of 1995, one of which is to provide for a national qualifications framework giving recognition to prior learning.
- 4.2.8** Selection criteria shall be objective and related to the essential requirements of the job and the realistic future needs of Garden Route District Municipality.
- 4.2.9** The central guiding principle for selection shall be competence in relation to the essential requirements of the job, provided that selection shall favour, as determined by the targets, suitably qualified applicants as defined in Section 20(3) of the Employment Equity Act.
- 4.2.10** Unless statutory qualifications are clearly justified as essential for the job, relevant experience/performance, training (internal/external) as reflected and measured through competencies and potential for the prospective vacancy shall be an important criterion.



- 4.2.11** Canvassing, i.e 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 such person's application for that appointment.

## **5 RECRUITMENT AND SELECTION**

### **5.1 Advertisement**

- 5.1.1** Vacant posts shall be advertised in the medium communication language which is English. In the event of language or disability barrier the recruitment and selection office will assist explaining advert in Afrikaans and/or isiXhosa.
- 5.1.2** Advertisement shall be placed in bulk after the municipal budget has been approved in June and thereafter as and when a position become vacant.
- 5.1.3** Positions becoming vacant during the year shall be advertised during the notice period the official is serving.
- 5.1.4** The relevant Department shall complete a personnel requisition form on Collaborator and submit this to the Human Resource Section for the Recruitment and Selection Process to start, which includes the compilation of an advertisement. This Staffing Requisition form shall comprise of the criteria and requirements as contained in the signed and approved Job Description for the vacancy. The criteria and requirements will be informed by the approved job description of the post.
- 5.1.5** The Human Resource Section should compile the advertisement which should reflect the following:-
- 5.1.5.1** Name of post
  - 5.1.5.2** Department/section
  - 5.1.5.3** Core Duties
  - 5.1.5.4** Essential Requirements
  - 5.1.5.5** Salary details
  - 5.1.5.6** Closing Date
  - 5.1.5.7** Contact Details

- 5.1.5.8** The commitment of Garden Route District Municipality is to ascribe to the principles of the Employment Equity Act and that vacancies shall be filled in accordance with the official Employment Equity Plan of Garden Route District Municipality.
- 5.1.6** The following parties shall be consulted with the drafting of the advertisement:
  - 5.1.6.1** Relevant user department
- 5.1.7** All posts, excluding Section 54 and 56 Managers, shall be advertised internally and externally simultaneously.
- 5.1.8** All external advertisements will also be placed on the Garden Route District Municipality website.
- 5.1.9** Advertisements for vacant positions will be advertised in the local or district media and/or provincial and or national media to attract eligible candidates. National advertising for Section 54 and Section 56 Managers as per regulations.
- 5.1.10** There may not be deviated from the essential requirements in the advertisement, as depicted in the job description and prevailing statutory requirements. The advertisement may only contain the essential requirements as depicted in the JD.
- 5.1.11** The choice of the media for recruitment purposes shall comply with the requirements of the Municipal Systems Act, 32 of 2000.
- 5.1.12** The role of the trade unions shall be that of monitoring the process (observer status).
- 5.1.13** Vacant posts should only be advertised twice. Where such posts cannot be filled after the second advertisement, the filling of such a post/s should be referred to the Municipal Manager and/or permission for head hunting must be obtained from the Municipal Manager.

## **5.2 HEADHUNTING**

- 5.2.1** Headhunting is done for scarce skills or when a full recruitment process has been completed and no competent candidate could be found to fill the vacant post.
- 5.2.2** If a person is being headhunted he/she will still be subjected to an administrative and interview procedure.
- 5.2.3** HOD to be responsible to conduct the headhunting process, where after at least two names of the identified candidates will be supplied to HR to finalize the selection process.

## **6. APPLICATIONS**

- 6.1** All applications (internal and external) must consist of a completed standard application form and curriculum vitae, curriculum vitae not compulsory for T-grades T3-T4.
- 6.2** Incomplete Applications will be disqualified in the process.
- 6.3** The Human Resource Section shall ensure that application forms are available in English at offices of Garden Route District Municipality. In the event of a language or disability barrier the recruitment and selection office will assist person with completion of the application form.
- 6.4** Applications shall be addressed to Registration & Archives, Garden Route District Municipality. Enquires must directed to the Recruitment & Selection Section, Human Resources.
- 6.5** Applications dated and/or received after the closing date will not be considered, however if an application was submitted at one of the GRDM satellite offices before the closing date as confirmed by the stamp but only received by the Head office after the closing date, that application will be considered provided that it is not received more than 5 working days after the date of closure.
- 6.6** The Human Resource Section shall be responsible for providing administrative support to the recruitment and selection process including, but not limited to, the admission of receipt and the compilation of a register of applications.
- 6.7** Applicants should confirm their employment history by submitting the following supporting certified documentation not older than 3 months:
  - 6.1.1 Qualifications (Diploma/Degree must be attached)
  - 6.1.2 Identity Document (SA);
  - 6.1.3 Valid Drivers license / Valid PrDP (where applicable);
  - 6.1.4 Confirmation of current/previous employment;
  - 6.1.5 Any other applicable documentation required.
  - 6.1.6 In the absence of the above required documentation, the applicant will automatically be disqualified
- 6.8** All applications will first be received by Registration and Archives, before they go through to the Recruitment and Selection office, to ensure application gets the official stamp and for record keeping purposes.
- 6.9** Applications can also be received via Electronic Submissions.

## **7. SHORT LISTING**

- 7.1** The Human Resource Section shall initiate a process to compile a shortlist of possible candidates. This should be done in conjunction with the relevant department. External subject matter experts, where required, may be invited to form part of the selection process.
- 7.2** The Municipal Manager appoints the panel.
- 7.3** Trade unions will have observer status in this process.
- 7.4** The shortlisting panel may consist of the following:
  - 7.4.1** The Head of Department (Chairperson) or his/her nominee must be a senior official and in the case where the incumbent reports directly to the Head of Department, the Municipal Manager will appoint an additional HOD.
  - 7.4.2** Division head and Section head/direct supervisor
  - 7.4.3** A representative from the Human Resource Section (Advisor)
  - 7.4.4** A representative from Trade unions (Observer)
  - 7.4.5** Employment Equity Manager (Advisor) – Provide input EE target.
  - 7.4.6** Subject matter expert (Advisor) as required.
  - 7.4.7** The representatives from the department should remain the same for the interview process as well.
- 7.5** The quorum will be two official representatives of which one must be from the relevant department.
- 7.6** A maximum of four (4) candidates shall be shortlisted for one vacancy.
- 7.7** A member of the interview panel is required to withdraw from the panel should a conflict of interest arise vis-à-vis any of the applicant/s. This includes the panel member being a relative of the applicant, is part of the applicant's reference, the direct supervisor of the applicant or the panel member the author of your testimonial.
- 7.8** The Human Resource Section should provide the following documentation/ information to the participants in the shortlisting process:
  - 7.8.1** Agenda for shortlisting process
  - 7.8.2** Copy of Advertisement
  - 7.8.3** Copy of longlist of applicants
  - 7.8.4** Applications forms of applicants and CV's

- 7.8.5** Approved (signed) Job Description
- 7.8.6** EE Targets
- 7.8.7** Approved structure of the relevant department
- 7.9** Deviation from essential post requirements (As per the Employment Equity Act) will not be allowed.
- 7.10** A register should be kept of all applications that were received for a specific advertisement.
- 7.11** All parties to the recruitment and selection process should treat any information in the strictest confidentiality.
- 7.12** If there are no suitable candidates meeting the employment equity targets in the first round, then panel revert back to longlist and consider suitably qualified candidates in terms of the EE. In instances where after the first round of interviews and practical test and candidates did not pass the practical or interview than panel can refer back to long list and consider suitably qualified applicants in terms of EE.
- 7.13** The selection process will be recorded and proper minutes will be kept by Human Resources.
- 7.14** The weighting for the required minimum competency levels must be confirmed in writing by the selection panel at the shortlisting process.
- 7.15** For purposes of the shortlisting process "Suitably qualified" candidates shall include after the first round of shortlisting if there is no candidates that met the minimum requirements:
  - 7.15.1** Formal qualifications
  - 7.15.2** Appropriate/relevant prior learning
  - 7.15.3** Relevant experience
- 7.16** The relevant short listing panel will apply the Norms and Standards as provided by the relevant professional body pertaining to the psychometric/skills testing, medical/health fitness and other relevant testing. These tests will conform to the under mentioned criteria:
  - 7.16.1** Has been scientifically shown to be valid and conform to the Labour Relations Act
  - 7.16.2** Can be applied fairly and consistently to all employees and
  - 7.16.3** is not biased against any employee or group



## **8. REFERENCES**

- 8.1 References which have been provided by the applicant (on the application form) can be contacted. (Any one of the applicant's references can be contacted preferably the current employer). Reference checks should be conducted before the appointment memo is approved by the Municipal Manager.
- 8.2 The purpose of reference checking shall be to:
  - 8.2.1 Obtain information and not opinions.
  - 8.2.2 Verify the information supplied on an application form.

## **9. INTERVIEW**

- 9.1 All interviews must be conducted in accordance with Council's Language Policy.
- 9.2 The interview panel may comprise of :
  - 9.2.1 The Head of Department or his/her nominee must be a senior official and in the case where the incumbent reports directly to the Head of Department, the Municipal Manager will appoint an additional HOD.
  - 9.2.2 Division/Section head and direct supervisor
  - 9.2.3 A representative from the Human Resource Section (Advisor)
  - 9.2.4 A representative from Trade unions (Observer)
  - 9.2.5 Employment Equity Manager (Advisor) – Provide input EE target.
  - 9.2.6 Subject matter expert (Advisor).
- 9.3 The quorum will be two official representatives of which one must be from the relevant department.
- 9.4 The Human Resource Section should provide the following documentation/ information to the participants in the recruitment and selection process:
  - 9.4.1 Date, time and venue of interview
  - 9.4.2 Copy of Advertisement
  - 9.4.3 Copy of interview schedule
  - 9.4.4 Application forms of applicants
  - 9.4.5 Approved (signed) Job Description

- 9.5 A reputable Registered Medical Practitioner(s) will be procured that is registered with the Health Professional Council of South Africa.
- 9.6 The recruiting Department shall prepare a standard script of written questions and possible answers which will be posed to all candidates applying for the same position.
- 9.7 The interview panel may structure the interview questions and practical assessment around the following format:
  - 9.7.1 Job Requirements
  - 9.7.2 Job Knowledge
  - 9.7.3 Simulation
  - 9.7.4 Case study
- 9.8 Prior to the interview process the questions (interview/practical) will be assessed to determine whether it is fair, equitable and reasonable by the interview panel.
- 9.9 Physical test from T3 – T8 conducted for Roads vacancies. Re-Adjustments of the test shall be considered.
- 9.10 No practical test from T3 – T10 for vacancies at GRDM head office.
- 9.11 Practical Test optional from T11 – T13
- 9.12 Presentation or theoretical test required from T14 – T17.
- 9.13 Questions should be based on the essential requirements for the job.
- 9.14 HOD/representative from the relevant department will pose the prepared questions to the applicants.
- 9.15 The assessment process shall be competency based. The weighting for the required minimum competency levels must be confirmed by the selection panel at the shortlisting process.
- 9.16 Separate score cards must be completed by scoring panel members and final score to be calculated by HR representative and validated by the **Human Resource Manager**. The person with the highest score will be the preferred candidate.
- 9.17 A member of the interview panel is required to withdraw from panel should a conflict of interest arise vis-à-vis any of the applicant/s.
- 9.18 (Only the Recruitment and Selection electronic recording device) will be allowed during the interviewing process.

## 10 **NEPOTISM**

- 10.1 Family members and relatives of current employees or Councilors will be allowed to apply and will be considered for appointment in the same manner as any other applicant.

- 10.2** In order to act in a fair and transparent manner, any member of a selection panel (during the short listing and/or interview process) that is related to an applicant must recuse him/herself as soon as he or she becomes aware that a family member or relative has applied for a position. Such a person must not participate or be present during the short listing or interview process.
- 10.3** Where employees are appointed as in No 10.1 above, they are deemed to have been appointed on merit.

## **11 EXPENSES RELATING TO RECRUITMENT AND SELECTION PROCESS**

### **11.1 Subsistence & Travel**

- 11.1.1** Prior approval from the Executive Manager: Corporate/Strategic Services must be obtained for the payment of traveling costs for candidates attending interviews.
- 11.1.2** Subsistence and travel allowances for persons invited for interviews will be paid in accordance with the Travel and Subsistence Allowance Policy
- 11.1.3** The most cost effective transport (car/air travel) must be utilized and the cheapest form of transport (car/air travel) will be paid for.
- 11.1.4** Subsistence costs will be paid to an external candidate invited for an interview and traveling costs at 60% of the rate of Department of Transport may be paid if the candidate has to travel to attend the interview.

### **11.2 Accommodation/Subsistence**

- 11.2.1** The cost of accommodation/subsistence will be dealt with in accordance with the approved Travel and Subsistence Policy.

### **11.3 Furniture Removal Expenses**

- 11.3.1** The municipality will reimburse, subject to prior approval by the Municipal Manager, new external appointees from amongst the lowest of three quotations received in respect of removal of furniture and other household items, within one year of appointment. No storage fees will be paid by the municipality.

### **11.4 Internal Appointments**

- 11.4.1** When an employee of Council voluntarily and at his/her own accord applies for position within Council service, and becomes successful in a position warranting travelling and moving to a different location within the boundaries of the municipality, such travelling and removal costs will be for his/her own account.

## **11.5 Internal Transfer/Placement of employees**

- 11.5.1** Should Council transfer an employee for operational reasons within the boundaries of the municipality, and such post warranting travelling and moving to another area, Council shall bear the full costs of travelling up to one year and furniture removal subject to submission of the lowest quotation of the three, within one year of transfer/placement.

## **12 NON CONSENSUS (DISAGREEMENT)**

- 12.1** In the event of the interview panel not attaining consensus (disagreement) the matter shall be referred to the Municipal Manager for a decision.

## **13 DISPUTE**

- 13.1** Where a dispute may arise, this shall be referred to the relevant structures for internal resolution (grievance procedure).
- 13.2** All parties shall be heard in the dispute resolution process.
- 13.3** In the event of the dispute not being resolved internally, it shall be referred to the Bargaining Council.

## **14 APPOINTMENT**

- 14.1** Before the appointment of the preferred candidate, the Human Resource Section shall perform a reference check, criminal record verification and vetting of the minimum requirements and any other related checks.
- 14.2** The Human Resource section should inform the preferred candidate and table an offer of employment, signed by Municipal Manager, in conjunction with 16.1.
- 14.3** The successful candidate accepts the appointment by way of signing the offer of employment.
- 14.4** The Human Resource section shall inform the unsuccessful short listed candidates of the outcome of the recruitment and selection process, in writing.
- 14.5** All enquiries from unsuccessful applicants should be dealt with by the Human Resource Section.
- 14.6** The Human Resource Section should provide, upon request, feedback to unsuccessful candidates for career development purposes.
- 14.7** The application forms of unsuccessful candidates shall be retained (as per stipulation of the Archives Act).

## **15 RE-APPOINTMENT OF FORMER EMPLOYEES**

- 15.1** An employee with expert knowledge in a specialised field who has retired may be re-appointed if it is in the interest of Council and the official consents to his or her re-appointment. The official may be so retained from time to time, with the approval of the Municipal Manager.
- 15.2** A former employee who opted for early retirement may be re-appointed, where the original grounds for the termination of service do not militate against re-appointment.
- 15.3** A former employee who left the service due to ill-health may be re-appointed if he or she can provide recent and conclusive evidence of recovery by a certified medical practitioner.
- 15.4** A former employee who took a voluntary severance package will not be re-employed.
- 15.5** An employee whose services were terminated as a result of misconduct in terms of the Disciplinary Code of Conduct for staff members will be dealt with in accordance with the Labour Relations Act, 1995 and the Regulations on appointment and conditions of employment of Senior Managers and may not be re-employed.
- 15.6** An employee who left Council's services voluntarily, will not be considered for re-appointment within twenty four months.

## **16 APPOINTMENT OF CANDIDATES ON REMUNERATION ABOVE THE MINIMUM NOTCH OF THE SALARY RANGE (T-GRADE)**

- 16.1** If there is a need to appoint a competent employee with exceptional expertise and skills and such an employee cannot be recruited at the salary level indicated by the job weight, the Municipal Manager may authorise the granting of a salary above the minimum notch, but not exceeding five notches of the salary level as indicated by the job weight. This will depend on the competencies of the candidate and the availability of funds. Internal candidates who are currently personal-to-incumbent will be offered one salary notch higher than their existing salary notch on the relevant T-grade of the position where their salary notch can be placed. Deviation from this must be approved by the MM.  
Other exceptions with external candidates will be dealt with in the same way.

## **17 SCREENING OF CANDIDATES**

- 17.1** Screening of candidates must take place after recommendation for appointment by;
  - 17.1.1** Conducting the necessary reference checks;
  - 17.1.2** Contacting a candidate's current or previous employer;



- 17.1.3 Determining the validity of a candidate's qualifications through vetting; and
- 17.1.4 Verifying whether a candidate has been dismissed previously for misconduct or poor performance by another employer;
- 17.1.5 Criminal record verification through vetting.

## **18 PROBATION PERIOD**

- 18.1 The probation period for appointment for six (6) months and prior to confirmation a performance measurement, by using the job description as benchmark, will be conducted by the Supervisor/HOD starting from the third month and thereafter monthly. These performance results must be submitted to the Municipal Manager.

## **19 INDUCTION PROCESS**

- 19.1 The Human Resource Section should devise an induction process for all new personnel of Eden District Municipality
- 19.2 Induction must be conducted within the same month of appointment or the following month.
- 19.3 Existing employees may be required to undergo a process of re-induction.
- 19.4 That induction manual is revised once a year.

**This document was signed on the ..... of ..... 20...**

.....  
**MUNICIPAL MANAGER**

.....  
**UNION REPRESENTATIVE (SAMWU)**

.....  
**UNION REPRESENTATIVE (IMATU)**