



RECRUITMENT & SELECTION POLICY FOR STAFF

22023/24

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1. POLICY OBJECTIVES

This Recruitment and Selection Policy of Mandeni Municipality aims at:

- 1.1 Introducing fair and objective principles and procedures for the staffing of the permanent and contract/temporary employees of the Municipality. This policy does not apply to the appointment of the municipal manager and directors reporting to the municipal manager.
- 1.2 Providing guidelines for the appointment of candidates to the Municipality
- 1.3 Establishing principles and procedures and thereby ensuring that the Municipality complies with the legislative principles in respect of employment equity and affirmative action
- 1.4 Setting out procedural steps for the advertisement of a vacant post, the selection of applicants for the interviews, the conducting of interviews and the appointment of candidates to the established staff complement of the Municipality.

2. RECRUITMENT AND SELECTION

- 2.1 Prior to filling a post, the necessity for filling shall be determined via an approved process.
- 2.2 Heads of Departments shall request the filling of vacant positions in the prescribed requisition form that includes all the required details (Annexure D).
- 2.3 Should a post, after having undergone scrutiny as above, be approved for filling by the relevant authority, employees requiring placement in terms of the Municipality's Placement Policy shall be considered in the first instance.
- 2.4 The essential requirements of a job must reflect the needs of the Municipality and must be appropriate to achieve the strategic objectives of the Municipality.
- 2.5 Prior to the commencement of the recruitment process, the output, skills, knowledge (educational qualifications) and competencies stated requirements as contained in the job profile of job description shall be scrutinised as to their relevance and applicability.
- 2.6 Such validation shall be duly undertaken by the Human Resources Department in consultation with the Head of Department concerned.
- 2.7 Replacement of an existing incumbent who has resigned, been dismissed, retired or passed away in circumstances where a vacancy has been budgeted, as soon as human resource department receives all the documents confirming the above the human resource department shall undergo the commencement of the recruitment process.

3. DRAFTING OF THE ADVERTISEMENT

- 3.1 The validated information as referred to above shall form the basis for the advertisement/brief and all advertisement shall clearly state the relevant minimum job requirement, levels of qualification and experience, and

- application procedures, together with the closing dates for the receipts of the application
- 3.2 The Municipal Manager shall use his/ her own discretion on positions from task grade 13 upwards whether the position should be advertised Internally or externally with the exception of task grade 3 and below positions that must be advertised externally.
 - 3.3 Positions below Task grade 12 should be accompanied by the original prescribed proof of address form obtained from the Mandeni Municipality website and stamped by the Ward Councillor.
 - 3.4 Advertisements may be placed in appropriate media/ publications ensuring maximum access by the designated groups (including non-traditional sources such as community newspapers)
 - 3.5 All applications shall be in a written format and shall be on the prescribed application forms (Annexure E).
 - 3.6 The services of external employment/ personnel agencies may be utilized for recruitment purposes. The selection of such agencies shall however, comply with the Municipality's approved Procurement/ Supply Chain Management Policy.
 - 3.7 The mode of application shall be clearly explained in the job advertisement.
 - 3.8 Applicants may apply online provided the directions to candidates states that.
 - 3.9 Records shall be maintained for all applications received in response to all advertised posts, whether Permanent or Temporary posts, as well as ad-hoc applications received by the Human Resources Department in line with the Records Management Policy.
 - 3.10 All records pertaining to Recruitment, Selection, and Placement of staff, including those of interviews questions, assessments and scores, and the final results, shall be kept safe in the personal file.
 - 3.11 First preference on advertised posts may be given to Mandeni residents.
 - 3.12 The Municipal Manager must determine whether a recruitment agency or head-hunting process is to be used for any recruitment process.
 - 3.13 Human Resource must record all internal and external applications and must update the information as the selection process unfolds.

4. SELECTION CRITERIA AND SHORTLISTING:

- 4.1. The selection panel appointed to recommend the appointment of persons to the vacant post must perform the shortlisting and develop the shortlist.
- 4.2. The Chairperson of the panel must be the Manager HR or his or her delegate employed at least one job grade higher than that of the advertised post.
- 4.3. Selection criteria shall be objective and related to the essential requirements of the job and realistic future needs of the Municipality
- 4.4. The central guiding principle for selection shall be competence in relation to essential requirements of the job provided that selection shall favour, as determined by the target suitably qualified applicants as defined in section 20(3) of the Employment Equity Act of 1998.
- 4.5. The Canvassing by job applicants or any other person on behalf of job

- applicants for posts within the Council's services is prohibited and evidence thereof shall immediately disqualify the applicant and the application shall not be considered for the purpose of appointment to that post.
- 4.6. The Human Resources Department shall take full responsibility for the administering the Recruitment and Selection Process
 - 4.7. The monitoring role of the Trade Unions is acknowledged and a representative from each of the recognized Trade Unions shall have observer status at shortlisting and interviews processes for all posts below section 54 & 56.
 - 4.8. The recruitment & selection processes for section 54 and 56 posts shall be guided by the Municipal Systems Act as well as the regulations on appointment of senior managers applicable at that time,
 - 4.9. The Human Resources Department shall conduct a pre-screening process and keep records of all applications before compiling a profile of all applicants
 - 4.10. The Shortlisting process may be conducted using the virtual system.
 - 4.11. Only shortlisted candidates shall be required to submit the certified copies of qualifications and human resources shall conduct the vetting of the certificates.

5. ASSESSMENT

- 5.1. The number of candidates to be invited to an interview shall vary from 3 to 6 The Municipality shall only make use of assessment techniques, which the assessment process is an integrated process and the final decision shall be based on the results of the whole process.
- 5.2. The Human Resources Department shall be responsible for ensuring the integrity of the assessment process and the use, administration and application of assessment techniques
- 5.3. Practical Testing shall be at the discretion of the Interview Panel in consultation with the Head of Department concerned, and shall be administered by the Human Resources Department. The results of the Practical Test shall be added on to the results of the Structures Interview in order to obtain a final result
- 5.4. Medical Testing will only be utilized if required or permitted by legislation, or if it is justified in the light of medical facts with regard to the essential requirements of the job. However, the newly appointed employees will be requested to undergo health voluntary testing.

6. THE INTERVIEW AND SCREENING PROCESS:

- 6.1. The Municipal Manager shall appoint the interviewing panel based on the recommendations of Director Corporate Services
- 6.2. All members of the interview panel are required to abide by all the principles contained in this Policy and each member of the Interview Panel shall sign a Declaration of Secrecy, binding themselves to secrecy and confidentiality (Annexure A).
- 6.3. The Interview Panel is responsible for ensuring that the interview is properly structured, by the used of consistent questioning across interviews with questions related to the requirements of the job and shall not discriminate on

- the basis of race, gender and disability.
- 6.4. The candidates shall be given at least a maximum of 5 days to prepare for the interviews
 - 6.5. The municipality shall not re-imburse the subsistence and travelling for candidates attending the interviews.
 - 6.6. The interviews may be conducted using the virtual system, human resources unit shall however ensure that this is communicated to applicants timeously to allow the candidate to prepare himself or herself for the virtual interview.
 - 6.7. The Interview structured questions shall not be more than five (5) questions for positions below section 56.
 - 6.8. The ratio for the each post will be 1:6 (for every one post advertised the panel may not shortlist more than 6 candidates and not less than 3 candidates)
 - 6.9. The Interview Panel shall determine and unanimously agree upon the relevant questions to be presented to candidates and the weighting to be allocated to each questions to be presented to candidates and the weighting to be allocated to each question provided that the sum total of all components.
 - 6.10. The 2 candidates with the highest overall assessment will be submitted and shall be recommended to the Municipal Manager for the position. Any member of the Interview Panel shall withdraw from an interview panel should he/ she has any personal interest or bias, or prejudice with regard to any of the applicants.
 - 6.11. All candidates shall be profiled against the required competencies, based on a standardized methodology. (Annexure B), by the Panel Members.
 - 6.12. The candidate who obtains the highest overall scores as per the 2 names submitted in order of priority I shall be duly recommended to the Municipal Manager as the successful candidate, to the vacant post.
 - 6.13. In the event that the candidate duly appointed to the post, declines the appointment for any reason whatsoever, The Director Corporate can recommend to the Municipal Manager for the candidate with the second highest score to be appointment to the post, provided that this candidate adequately meets all the minimum requirements of the post.

7. THE SCREENING PROCESS

- 7.1. Only shortlisted candidates will be subjected to reference checking. Reference checking will be conducted on an applicant before an interview is conducted, but pre- screening in order to validate information on the Curriculum Vitae may be conducted only in relation to the essential requirement of the job.
- 7.2. The reference shall be based on the essential requirements of the job and shall be conducted in a structured format by the Human Resources Department. As per the attached form
- 7.3. The authenticity of all qualifications provided will be verified with the issuing Institutions before the candidate(s) is recommended as successful.
- 7.4. All successful candidates may be subject to: Security clearance through the South African Police Service and where deemed necessary due to the nature and sensitivity of position Credit clearance through a reputable Credit Bureau

- 7.5. A candidate who does not have a previous employment record may not be disqualified as a candidate for appointment to an advertised post.

8. APPOINTMENT OF A CANDIDATE

- 8.1 As per Section 55 of Municipal Systems Act no.32 of 2000 this power remains with the Municipal Manager/ (the Council in case of Municipal Manager) who after studying recommendations can sign the appointment letter thus authorizing the Human Resources Department to take the process forward.
- 8.2 An appointment may only take effect after the Municipal Manager has approved the appointment in writing.
- 8.3 The Human Resources Department shall inform the successful candidate of the appointment, in writing, and shall obtain written confirmation from the candidate of his/ her acceptance/ non-acceptance of the appointment.
- 8.4 All persons appointed to the organization shall formally accept the appointment by way of signing the Municipality's Employment Contract or letter prior to commencement of duties.
- 8.5 All persons appointed to the organization shall formally sign job description; EEA1; Code of Conduct; Employees Service Record; Engagement Advice; Beneficiary Nomination Form and Election of Fund Membership.
- 8.6 The Human Resources Department will on request provide feedback to unsuccessful candidates for career development purposes.
- 8.7 The Human Resources Department shall inform all the unsuccessful shortlisted candidates in writing within five working days of the appointment being made.

8.8 APPOINTMENT OF PERMANENT STAFF

Appointments of staff members made in terms of section 66 of the Act shall be on a permanent basis.

8.9 APPOINTMENT OF STAFF ON FIXED TERM CONTRACT

A Municipality may, in exceptional circumstances and within its administrative and financial capacity, appoint a person or persons on fixed term contract without adhering to the procedures and processes as contained in this policy.

8.4. SECONDMENT OF STAFF TO ANOTHER MUNICIPALITY

- 8.4.1 Municipality may second a staff member with the relevant competencies to act in a post that is vacant in another municipality.
- 8.4.2 The municipalities must conclude a written agreement regarding the secondment that specifies-
- 8.4.2.1. the municipality responsible for the costs of secondment:
- 8.4.2.2. the duration of the secondment, which may not in each case exceed a period of twelve (12) months,
- 8.4.2.3. the person to whom the seconded staff member must report

- 8.4.2.4. the place at which the seconded staff member must work, and
- 8.4.2.5 the new job description of the seconded staff member

8.5 SECONDMENT OF OTHER GOVERNMENT EMPLOYEES TO MUNICIPALITY

- 8.5.1 A municipality may request national or provincial government, another municipality or any state organ as the case may be, to second a person with the relevant competencies to act in a vacant post for a specified period or until such time that a suitable candidate has been appointed: Provided that the relevant legislation, terms and conditions of service of that person apply.
- 8.5.2 The parties must conclude a written agreement regarding the secondment that specifies the issue set out in 8.4.2
- 8.5.3 The municipality must inform the MEC of any such secondment and the terms and conditions associated with that secondment.

9. ABSORPTION OF EMPLOYEES ON A PERMANENT BASIS

- 9.1 The absorption of employees in the staff establishment may only be done on exceptional cases approved by the municipal council.

10. APPOINTMENT OF SUPPORT STAFF TO OFFICES OF PUBLIC OFFICE BEARERS

- 10.1 A person appointed to support the office of a public office bearer must either be—seconded from a post on that municipality's approved staff establishment or another municipality's staff establishment; or appointed on a fixed-term contract of employment linked to the term of office of the public office bearer (NOT TERM OF COUNCIL).
- 10.2 The duration of the secondment or fixed-term employment contract, may not be longer than 30 days after the public office bearer vacates office

11. PROMOTION

- 11.1. A staff member who is appointed in accordance with this chapter to a post in a municipality that is higher in salary level or job grade than the one that he or she previously occupied in that municipality is deemed to be promoted to that post.
- 11.2. A staff member who is promoted does not forfeit his or her years of service and the benefits which accrued from those years of service.

12. TRANSFER OF STAFF MEMBER

- 12.1. The Municipality may transfer any staff member in the service of the Municipality to any equivalent post in the municipality or, subject to section 197 of the Labour Relations Act. To an equivalent post in another Municipality.

- 12.2. A staff member may only be transferred—
- 12.2.1 if the staff member requests or consents, in writing, to the transfer; or
 - 12.2.2 in the absence of consent, if the transfer is fair taking into consideration—
 - 12.2.3. the operational requirements of the affected institutions, including whether the transfer of the staff member would address such requirements;
 - 12.2.4. written representations from the staff member prior to the proposed transfer; and
 - 12.2.5 the extent to which the interests and circumstances of the staff member may be fairly accommodated.
- 12.3. The salary and other conditions of service of a staff member may not be adversely affected by a transfer under this regulation without the written consent of that staff member.
- 12.4. A staff member may not be demoted, promoted or transferred to a position at level which is lower or higher than the staff member's current post level.

13. PROBATION

- 13.1. The appointment of a staff must be effected on a minimum probationary period of three (3) months and a maximum probationary period of six (6) months (Annexure F).
- 13.2. The probationary period must be determined on the basis of the job requirements and the minimum period required to establish whether performance is satisfactory or not.
- 13.3. The period of probation excludes the number of days for which leave has been taken by the staff member during the period of probation or any extension thereof.
- 13.4. A staff member must be informed within the first two weeks of employment of that member's performance requirements.
- 13.5. A municipality must –
- 13.5.1. ensure that the staff member completes the municipality's induction programme;
 - 13.5.2 assess the staff member's performance; and
 - 13.5.3. provide the staff member with feedback on a quarterly basis on that member's performance.
 - 13.5.4. If a staff member's performance is not satisfactory, must be advised of any aspects that the staff member is considered to be failing to meet.
 - 13.5.5. If the staff member's performance does not meet the required standards, the probationary period may be extended or dismissal may be considered, provided that—
- 13.6. The staff member shall first be given a reasonable period of time for assessment, training, guidance or counselling.
- 13.7. Within one month after the completion of the probationary period, the municipal manager or delegate must—

- 13.7.1 confirm the appointment if—
- 13.7.2 the staff member's performance during the probationary period was satisfactory; and
- 13.7.3 the staff member complied with all the conditions of the probationary appointment;
- 13.7.4 subject to the Labour Relations Act, terminate the appointment if—
- 13.7.5. the staff member's performance was not satisfactory during the probationary period; and
- 13.7.6.the staff member did not comply with all the conditions of the probationary appointment

14 RECORD KEEPING

- 14.1. Adequate records of the entire selection process need to be maintained, including selection and the short listing criteria; reasons for inclusion of candidates; structured interview guide; copies of all other assessments utilized; comprehensive notes on assessments of each candidate assessment ratings; reference checks; notes on deliberation of selection decision and all Annexures that were utilized in the process for the period of one year or in line with records Management as in the selection process, recruitment records shall be maintained for one year.
- 14.2. The selection decision is based upon the highest scores obtained by candidates and on the assessment of the candidates in conjunction with Section 20(3) and in Particular section 20(3) d of the Employment Equity Act and in the context of organization requirements

15. DISPUTES

Disputes concerning the appointment/ non-appointment of a candidate are dealt within the terms of the Contract of Employment and/ or relevant Labour Law.

16. FEEDBACK: HEAD OF DEPARTMENT

The Human Resources Department shall be responsible for the providing information to relevant Head of Department on the date of assumption of the appointed candidate so that the Department will be able to arrange office space and working equipment's prior to arrival of the appointed candidate

17. INDUCTION

- 17.1 All newly appointed employees shall participate in an Induction Process initiated by the Human Resources Department within the unit of Human Resources Development.

- 17.2 The Induction process must at least cover Municipal Legislative Environment, Municipal Oversight, Municipal Wards, Municipal Overall Organogram, Office Bearers and Senior Management, and operational issues like Evacuation process, Code of Conduct for Municipal Employees amongst many.
- 17.3 Existing employees may undergo a process of re-induction where necessary.

18. COOLING-OFF PERIOD ON RE-APPOINTMENTS

- 18.1. The cooling off period for employees who have resigned with Council as a result of senior positions than those that they were occupying during their employment with Mandeni municipality will be 6 months from the date of exit.
- 18.2. The cooling off period for employees who have been dismissed shall be 5 years from the date of exit.
- 18.3. A person who was dismissed from a municipality for any reason stated in the table below may not be employed in any municipality before the period set out in column c of the table has expired:

Column A ITEM	Column B CATEGORY OF MISCONDUCT	Column C PERIOD (YEARS)
1.	Financial misconduct contemplated in section 171 of the Municipality Finance Management Act, corrupt or fraud	10
2	Misconduct involving elements of dishonesty or negligence	5
3	(a) Assault with intent to do grievous bodily harm where a staff member has been criminally charged and convicted	5
	(b) Sexual harassment	5
4	Colluding or acceding to an influence of any councillor not to enforce an obligation in terms of this Act, any other legislation or by-law or a decision of the municipal council of the municipality, and who has been found guilty of an offence and convicted to a fine or to imprisonment for a period not exceeding one (1) year	5

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5	Facilitating or aiding an occupier of premises in a municipality to deny an authorised representative of the municipality or a service provider access at all reasonable times to the premises in order to read, inspect, install, or repair any meter or service connection for reticulation, or to disconnect, stop or restrict the provision of any services	5
6	Convicted of an offence and sentenced to more than 12 months imprisonment without the option of a fine	5
7	(a) Used the position as a staff member or confidential information for private gain or to improperly benefit another person	5
	(b) Disclosed of any privileged or confidential information obtained as a staff member of a Municipality to an unauthorised person or persons	5
	(c) Took a decision on behalf of the Municipality concerning a matter that the senior manager's spouse, partner or business associate, has a direct benefit or private business interest	5
8	Being party to or beneficiary under a contract for the provision of goods and services to any municipality or any municipal entity established by a municipality	5
9	Soliciting or accepting directly any gift or favour that may influence the exercise of his or her functions, the performance of his or her duties, or judgment	5
10	Discrimination against others on the basis of race, gender, disability, sexual orientation or other grounds prohibited by the Constitution	5
11	Breach of the Code of Conduct for Municipal Staff as contained in Schedule 2 of the Municipal Finance Management Act, other than misconduct referred to in item 1 to 10 to this table	2

- 18.4. A person who has lodged a dispute in terms of any applicable legislation, may be appointed subject to the outcome of the dispute.
- 18.5. The periods set out in column C of the table, run concurrently in respect of a person who was dismissed for more than one category of misconduct set out in column B of the table.

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- 18.6. A Municipality must maintain a record of a staff dismissed for misconduct and staff who resigned prior to the finalisation of any disciplinary proceedings
- 18.7. The record must contain-
- 18.7.1 the full names and identity number of the person
 - 18.7.2 the title of the post that the person occupied
 - 18.7.3. the nature of the misconduct
 - 18.7.4. the date of suspension, if any;
 - 18.7.5. the conditions of suspension, if any;
 - 18.7.6 the date on which the misconduct was referred to a disciplinary hearing or pre-dismissal arbitration;
 - 18.7.7. the date of commencement of the disciplinary hearing or pre-dismissal arbitration
 - 18.7.8. the finding;
 - 18.7.9. whether a dispute was referred to the bargaining council or the Labour Court
 - 18.7.10. the costs incurred by the municipality; and
 - 18.7.11. the date of resignation or dismissal of the person

19.EMPLOYEE EXITS

- 19.1 Human resource shall ensure that the Debt clearance form is duly completed and all municipal properties such as Gadgets, laptops, office keys and other are returned before the final salary is released with the exception of used PPE.
- 19.2 Human resources shall ensure that an exit interview is conducted with the exiting employee and the that the report is shared with the Municipal Manager.

20. COMPLIANCE

- 20.1 This policy repeals all prior Recruitment and Selection policies and replaces all prior procedures and special arrangements or decisions taken by Municipality in this regard.
- 20.2 This policy is supported by the by the attached Annexures which are strongly recommended for use in the recruitment and selection process. These are:
- Annexure A - Declaration of Secrecy and Conflict of Interest
 - Annexure B - Interview Panel Assessment Form
 - Annexure C - Final Score Sheet
 - Annexure D - Recruitment Requisition Form
 - Annexure E - Application Form
 - Annexure F - Probation Review Form

PREPARED BY: NW MAKHOBA

DATE OF ADOPTION BY COUNCIL: 31/08/2023

COUNCIL RESOLUTION NO: C18


MUNICIPAL MANAGER

SG-KHUZWAYO

01/09/2023
DATE:

ANNEXURE A

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

INTERVIEWS FOR ADVERTISED POST OF

DATE: dd/mm/yy.....

I..... hereby declare that I have read the provision of regulation 24 of the Local Government: Municipal Staff regulation (“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.
- (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 Manager or his or her delegate has approved the recommendations of the Selection Panel and the successful candidate has been duly informed about the outcome of the decision of Municipal Manager or his or her delegate.

Signed at..... on this.....day of..... 20.....

.....
Signature: Secretariat

.....
Signature: Chairperson

ANNEXURE A

DECLARATION OF CONFIDENTIAL BY THE SELECTION PANEL MEMBER

INTERVIEWS FOR THE ADVERTISED POST OF.....

Date: dd/mm/yy

.....hereby declare that

I have read the provision regulation 24 of the Local Government Municipal staff regulation (“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 undue 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.
- (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 Manager or his or her delegate has approved the recommendation of the Selection Panel and the successful candidate has been duly informed about the outcome of the decision of Municipal Manager or his or her delegate

Signed at..... On this.....day of 20.....

.....
Signature: Selection Committee Member

.....
Signature: Chairperson

ANNEXURE B

Interview Panel Assessment Form

Interviewer name:	
Applicant name	
Date of interview	
Position/s applied for	
Notes/ overall impression of the candidate in words	
Recommendation	

Panel member signature

Date

Interviewer guideline

General:

- All candidates are entitled to the same questions. This contributes towards a consistent interview process that is legally defensible.
- Keep a record of the candidate's answer. It serves as proof for the scores you give and will be required should you be accused of using discriminatory tactics.

ANNEXURE C

POST APPLIED FOR: _____

DEPARTMENT: _____

DATE OF THE INTERVIEW: _____

NAME OF CANDIDATE	PANEL A	PANEL B	PANEL C	PANEL D	PANEL E	TOTAL SCORE
1.						
2.						
3.						
4.						
5.						
6.						
7.						

1. NAME OF SUCCESSFUL CANDIDATE _____

2. NAME OF THE SECOND BEST CANDIDATE _____

We the undersigned members of the Interview Panel conform that we unanimously concur with the above result of the interview, and hereby recommend that the best candidate Mr/Mrs/Ms/Dr _____ be appointed to the post of _____ on the salary scale of R _____ per annum.

MEMBERS OF THE INTERVIEW PANEL

1. Panelist A: Name _____

Signature _____

2. Panelist B: Name _____

Signature _____

3. Panelist C: Name _____

Signature _____

4. Panelist D: Name _____

Signature _____

5. Panelist D: Name _____

Signature _____

ANNEXURE D

RECRUITMENT REQUISITION FORM

The municipal is committed to the maintenance of diversity and equity in employment within all categories and levels in the workplace	
Name of Division	
Name of Department	
Post	
Grade	
Minimum Prescribed Education	
Minimum Prescribed Experience	
Key Responsibilities	
Inherent job Requirements	
Prescribed Competency Requirements	
Medium of advertisement	
Internal:	External:
Reason for Recruitment:	New post/Additional post/Staff Resignation/Promotion/ etc.
Other: Specify	
Budget Availability	Yes/no
If No, state reasons	

..... Head of Department Date
Full Name:	
..... HoD: Human Resources Date
Name in Full	Recommended/Not recommended
.....
Executive Director/Director	Date
NAME:	Approved/Not approved

ANNEXURE E
APPLICATION FORM FOR EMPLOYMENT

Advertised post applying for					
Reference number					
Name of municipality					
Notice service period					
PERSONAL DETAILS					
Surname					
First Names					
ID or Passport					
Gender	Male			Female	
Race	African	White	Coloured	Indian	
Do you have a disability?	YES	NO	If yes, elaborate		
Are you south African Citizen	YES	NO	If not, what is your nationality?		
			Do you have a valid work permit?	YES	NO
Do you hold a professional membership with any professional body?	YES	NO	Name of professional body	Membership Number	Expiry date
CONTACT DETAILS					
Telephone number duration office hours	()				
Mobile phone number					
Postal address					Code
Email Address					
Preferred language of communication					
QUALIFICATIONS (please elaborate on your CV)					
Highest education qualification obtained					
Name of the school			Highest Grade		Year Obtained
Highest tertial qualification obtained					
Name of Institution	Name of qualification		NQF LEVEL		YEAR OBTAINED

WORK EXPERIENCE (Please Elaborate On Your CV)						
Employer (starting with the most recent)	Post held	FROM		To		Reason for leaving
		Month	Year	Month	Year	
DISCIPLINARY RECORD						
Have you been dismissed for misconduct during the past ten (10) years?			Yes		No	
If yes, Name of municipality / Employer						
Type of a misconduct/ Transgression						
Date of Resignation/ Disciplinary case finalised/ Dismissal						
Award/ sanction						
Have you been accused of an alleged misconduct and resigned from your job pending finalisation of the disciplinary proceedings?			Yes		No	
CRIMINAL RECORD						
Have you been convicted of any criminal offence in a court of law			Yes		No	
If yes, types of criminal act						
Date criminal case finalised						
Outcome / Judgment						
REFERENCES (please elaborate on your cv)						
Name of referee	Relationship	Tel (office hours)	Cellphone Number	Email		
DECLARATION						
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						
Signature:			Date:			

ANNEXURE F

PROBATION REVIEW FORM

You are NOT required to submit a copy of this form where the staff member's performance during probation is satisfactory. However, you MUST submit a copy and seek the advice of the Head of HR unit as soon as possible if difficulties arise during the probationary period which mean that extending the probationary period and/or non-confirming the staff member in post are possible outcomes. Non-reporting will result in the assumption that the staff member's probation is progressing satisfactorily

The supervisor should ensure that the staff member is given a copy of this document at each stage of their probation and should retain the original to monitor progress against set objectives at follow-up meetings

PROBATION RECORD

Staff Member name:		
Job Title:		
Grade:		
Department		
Start Date:		
Supervisor:		
	Date Due	Please tick when completed
Initial Meeting		
1-month review		
3-month review		
6-month review		
9-month review		
12-month review		

PART 1

Initial meeting

This section should be completed by the supervisor within a week of the staff member commencing his or her employment

SECTION A: Objectives

The supervisor should identify specific performance requirements for the staff member. These will be statements of what should be achieved during the probationary period, including key performance indicators

SECTION B: Development Plan

To support the staff member in achieving these requirements, the supervisor should identify any training and development needs and specify how and when these needs will be addressed during the probation period

Staff member's Signature:	
Supervisor's Signature:	
Date:	

PART 2

First review (1 month)-a copy of PART 2 of this form may also be used to conduct a 3,6 and 9-month review with a staff member whose probationary period is 6,9 or 12 months

To be completed by the supervisor in discussion with the staff member

<i>(please tick)</i>	Improvement required	Satisfactory	Good	Excellent
Quality and accuracy of work				
Efficiency				
Attendance				
Time Keeping				
Work relationships (team work and interpersonal communication skills)				
Competency in the role				

If any areas of performance, conduct or attendance require improvement please provide details below.			
Where concerns have been identified, please summarise how these will be address during the remaining period of probation			
Summarise the staff member' s performance			
Have the requirements identified for this period of the probation been met?	YES/NO	If No, what further action is required?	Review Date

Have the training/ development needs identified for this period of the probation been addressed?		
Staff member's Signature:		
Manager's Signature:		
Date:		

Final Review

To be completed by the supervisor in discussion with the staff member:

	Improvement required	Satisfactory	Good	Excellent
Quality and accuracy of work				
Efficiency				
Attendance				
Time Keeping				
Work relationships (team work and interpersonal communication skills)				
Competency in the role				
Have the requirements identified for the probationary period been met?	YES/NO	IF NO, please provide details		
Have the training/ development needs identified for the probationary period been addressed	YES/NO			
Summarise the staff member's performance and progress over the period				

Is the staff member's appointment to be confirmed?	YES/NO
If NO, please provide reason below and summaries what action has been taken to address any difficulties which have arise during the probationary period.	
The staff member may provide any comments about his or her experience of the probationary process here.	
Should the staff member's probationary period be extended?	YES/NO

<i>(please tick)</i>	Improvement required	Satisfactory	Good	Excellent
If Yes, please provide reason and, where appropriate, specify any areas of improvement required and how these will be monitored				
Length of the extension (max 3 months):				
New Probation period completion date:				
Staff member's signature				
Manager's signature				
Date				

PREPARED BY: NW MAKHOB
DATE OF ADOPTION BY COUNCIL: 30/06/2022
COUNCIL RESOLUTION NO: C119

MUNICIPAL MANAGER
SG KHUZWAYO

DATE: