



Sundays River Valley Municipality

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RECRUITMENT & SELECTION POLICY FOR SUNDAYS RIVER VALLEY LOCAL MUNICIPALITY

SUNDAYS RIVER VALLEY MUNICIPALITY**TABLE OF CONTENTS**

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1. PURPOSE OF THE POLICY

- 1.1 To apply consistent, transparent, procedurally and substantively fair recruitment and selection procedures;
- 1.2 To give effect to fair recruitment and selection processes.
- 1.3 To ensure that the recruitment process complies with the relevant legislation ***especially the Employment Equity Act.***

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- 1.4 To provide an effective system to be used by line management and Corporate Services Department in filling vacant positions;
- 1.5 To provide guidelines for the systematic process through which line managers can request the approval and filling of vacancies;
- 1.6 To ensure that all candidates are selected objectively and on merit;
- 1.7 To attract and retain suitable candidates and to project a positive image of the municipality to outsiders.

2. APPLICATION OF THE POLICY

- 2.1 This policy is applicable and binding to both the Municipality and all candidates.
- 2.2. This policy shall not be applicable to positions specifically created for the purposes of pursuing a particular project undertaken by the municipality.
- 2.3. Basic Conditions of Employment Act
- 2.4. Employment Equity Act

3. DEFINITIONS

In this policy, unless the context indicates otherwise: -

- 3.1 "**Candidate**" means an applicant for a post.
- 3.2 "**Council**" means Municipal Council of Sundays River Valley Municipality, and/or a standing committee thereof dealing with human resources related matters, and/or other person with delegated authority.
- 3.3 "**External recruitment**" means a personnel recruitment drive intended to attract candidates irrespective of their location.
- 3.4 "**Internal recruitment**" means a personnel recruitment drive intended solely to attract candidates who are current employees of the municipality.
- 3.5 "**Local recruitment**" means a personnel recruitment drive intended to extend the pool of candidates to include those candidates who are not current employees of the municipality but are permanently residing within the municipality's jurisdictional area.
- 3.6 "**Municipality**" means Sundays River Valley Local Municipality.
- 3.7 "**Recruitment**" means the activities undertaken in the Corporate Services Department in order to attract sufficient job candidates who have the necessary potential, compliances and traits to fill job needs and to assist the municipality in achieving its objectives.
- 3.8 "**Reference check**" means the gathering of information about a candidate's past history from people with whom such candidate has been associated.
- 3.9 "**Selection**" means the process of making decisions about the matching of candidates taking into account individual differences and the requirements of the job.
- 3.10 **Employee:** any person, excluding an independent contractor, who works for another person, state and who receives or is entitled to receive any remuneration

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3.11 "**Suitably Qualified person**" means any one of, or any combination of that person/s:

- A. Formal qualifications
- B. Prior Learning
- C. Relevant Experience
- D. Capacity to acquire, within a reasonable time, the ability to do the job

3.12 "**Vacant Position**" means a position that is in the approved establishment plan, which is vacant/or has become vacant as a result of resignation, death, retirement, dismissal, demotion, promotion, transfer or medical boarding.

4. RECRUITMENT PROCESS

4.1 General Principles

- 4.1.1 The recruitment of candidates shall be undertaken by the **Municipal Manager** and recruitments shall be done only in the event of vacant position(s) existing in the municipality's approved Staff Establishment Plan/Organogram.
- 4.1.2 The Corporate Services Department must ensure that the correct recruitment and selection procedure is followed.
- 4.1.3 A candidate who canvasses support with a view to be recruited in the service of the municipality shall be disqualified for such recruitment (this will be stated in the advertisements).
- 4.1.4 Sundays River Municipality encourages the policy of open recruitment of individuals to positions on the basis of qualifications and suitability and with due regard to the provisions of the relevant employment legislations.
- 4.1.5 All candidates will be employed on merit.
- 4.1.6 No person younger than 18 years or older than 65 years shall be employed in Council's services, except in cases where the needed expertise is not available in which event the Council may appoint, on a contract basis, a person older than 65 years of age.
- 4.1.7 The vacant position shall be filled within the maximum period of 3 months.
- 4.1.8 Sundays River Valley Municipality is determined to fill vacant position(s) with the best qualified and the best suited candidates
- 4.1.9 The Municipal Manager shall have the prerogative to decide on the nature of the recruitment source and method, which must be utilized in the filling of positions.

4.2 Requisition and authorization for filling of a vacant post

- 4.2.1 The Head of Department shall, inter alia, evaluate the continued need of the vacant post.
- 4.2.2 The Head of Department shall also apply his/her mind to whether the vacant post cannot be merged with another post or abolished.
- 4.2.3 Upon establishing facts about the need for filling of a vacant post as is, the Head of Department shall immediately solicit the approval for the filling of such vacant post

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from the Municipal Manager without unnecessary delays.

4.2.4 Prior to proceeding with the filling of a vacant post, the Corporate Services Department shall verify the following about a vacant post:-

4.2.4.1 Post establishment/Approved organogram

4.2.4.2 Funding for the post

4.2.4.3 Applicable terms/nature of employment

5. **RECRUITMENT ADMINISTRATION**

5.1 **Administering Recruitment Process**

The Corporate Services Department administers the recruitment process by: -

- 5.1.1 Assisting in defining job specifications for vacant positions.
- 5.1.2 Processing departmental recommendations to fill posts
- 5.1.3 Preparing all adverts in consultation with the relevant Department.
- 5.1.4 Internal advertisements are placed on the internal notice boards, circulated for the attention of all internal staff members. All staff members who are in the payroll of the Municipality at the time of the advertisement are eligible to apply as internal applicants.
- 5.1.5 Establish and convene the Selection Committees
- 5.1.6 Prepare reports to the Municipal Manager on recruitment matters.
- 5.1.7 If there is only one applicant or candidate for the internally advertised post, such applicant/candidate shall be interviewed if he/she meets the requirements for the post, in order to assess his/her suitability.

Vacancies must be advertised internally and may at the same time be advertised externally

Nature of Post	Advertising Medium
Grade 1 – 11	Internal first for a minimum of 7 days, if no suitable candidate found internally then external advert will be sought
Grade 12 and above	Internal and Provincial newspaper at the same time for a minimum of seven (7) days
Municipal Manager and Section 56 Managers	National and Provincial for a minimum of 14 days from the date of

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- 5.1.8 If there is no suitably qualified candidate found after a vacant post has been advertised externally, the post shall be re-advertised.

5.2 Procedure for applying for an Advertised Vacant Post

- 5.2.1 Enquiries about any advertised post are directed to the Corporate Services Department.
- 5.2.2 Application forms are issued to applicants, they are also available at our website: www.srvn.gov.za, a CV, certified copies of certificates, ID and Drivers License (where applicable) are required
- 5.2.3 A lockable box similar to the Tender Box should be organised. This will only be opened on the closing date of the advert.
- 5.2.4 All applications are received by the Corporate Services Department.
- 5.2.5 Only certified copies of documents (not more than 3 months old) like Identity Document, Driver's License and certificates are accepted from applicants.
- 5.2.6 All received applications are captured in the master list of applicants by the Corporate Services Department.
- 5.2.7 The master list of applicants is used as a baseline for screening and selection of the suitable candidates by the shortlisting committee.
- 5.2.8 The master list of applicants, their CVs and the copy of the advertisement are presented to the shortlisting committee by the Corporate Services Department.

5.3 The Selection Process

- 5.3.1 Short listing of candidates is made by a shortlisting panel.
- 5.3.2 The shortlisting panel "shall not" select more than five (5) applicants per post.
- 5.3.3 The shortlisting and interviewing panel are constituted as follows: -

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

Municipal Manager	<ul style="list-style-type: none"> Panel as appointed by council in accord
Heads of Department	<ul style="list-style-type: none"> Panel as appointed by council
All Posts established	<ul style="list-style-type: none"> Municipal Manager or his/ her assignee(s) Head of Department

	<ul style="list-style-type: none"> • HOD: Corporate Services • HR Manager • Legal Manager / Labour Relations • Labour Union (observers)
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Roles and Responsibilities

Municipal Manager (subject to its delegations if any)	<ul style="list-style-type: none"> • Approves the strategy and the recommendation of the selection panel in respect of appointment on job levels relating to the municipal manager and section 56 employees. • Approves the staff establishment and all appointments
Municipal Manager (Subject to its delegations if any)	<ul style="list-style-type: none"> • Responsible for all appointments other than section 56 posts
Head of Department	<ul style="list-style-type: none"> • Reviews the operational needs for advertising the positions and appoints in terms of authority and delegations by the municipal manager
Selection Panels	<ul style="list-style-type: none"> • Shortlists, conducts interviews and make recommendations on suitability of candidates to the Municipal Manager
Human Resources	<ul style="list-style-type: none"> • Custodian of recruitment, selection, placement and induction processes of the ALM and quality assurance.
Labour Representatives	<ul style="list-style-type: none"> • Ensure transparency and openness in the selection and interview processes

RECRUITMENT TIME FRAMES

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 	HOD to motivate filling of post to MUNICIPAL MANAGER	Within two (2) weeks of occurrence of vacancy or as soon as reasonably possible

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<ul style="list-style-type: none"> • Dismissal • Retirement • Incapacity • Other 		
ADVERTISEMENT <ul style="list-style-type: none"> • Internal • External 	HOD Corporate Services	Advertisements are for two (2) weeks period
CAPTURING MASTERLIST	Corporate Services captures applications	Within a week from closing date applications in terms of the advertisement
SHORTLISTING AND INTERVIEWS	Shortlisting and Interviewing Panel	Within two weeks from closing date of the position
APPROVAL	Municipal Manager / Council	Within a week after recommendations submitted by the selection panel
APPOINTMENT	Municipal Manager / Council	Immediately after approval by delegated authority or council
		Average time frame from the date of advertisement to appointment is five (5) weeks

In the absence of the Head of Department, the most senior person from Corporate Services Department shall chair the short listing/interviewing sessions.

5.3.3.1 **Municipal Manager and Section 56 Managers**

5.3.3.1.1 Use Government Gazette No 37245 dated 17 January 2014 as a guide.

1. The appointment Committee for Section 54 & 56 Managers appointments shall be composed of the following:
As stated in the Government Gazette No 37245 dated 17 January 2014, a Selection Panel for a Municipal Manager post must consist of at least three and not more than five members, constituted as follows:
 - (a) The Mayor who will be the Chairperson or his/her delegate
 - (b) A Member of the Mayoral Committee or Councillor who is the Portfolio Head of the relevant portfolio and
 - (c) At least one other person, who is not a councillor or staff member of the municipality, and who has expertise or experience required in the advertised post.

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Selection panel for the appointment of Manager Directly accountable to the Municipal Manager must consist of at least three and not more than five members, constituted as follows:

- (a) A Municipal Manager who will be the Chairperson or his/her delegate
- (b) A member of the Mayoral Committee or Councillor who is portfolio head of the relevant portfolio
- (c) At least one other person, who is not a councillor or a staff member of the Municipality and who has expertise or experience in the area of the advertised post

A Panel Member must disclose any interest or relationship with shortlisted candidates during the shortlisting process.

A Panel member contemplated in above must recuse himself/ herself from the selection panel if

- (i) His or her spouse , partner, close family member or close friend has been shortlisted for the post
- (ii) The panel member has some form of indebtedness to a shortlisted candidate or vice versa
- (iii) Trade Union for observation purposes

5.3.3.1.2 The Selection Panel may use one or a combination of the following methods to collect data that will assist in making a decision to appoint or not to appoint:-

- Structured
- Reference Checking
- Vetting
- Educational qualifications verification

5.3.6.1 After the panel has decided on the candidate to be appointed, The Corporate Services Department will write a report and motivate for the appointment of the candidate recommended by the panel. The Municipal Manager will grant approval for the appointment. After the approval for the appointment has been obtained, a letter or contract of appointment will be written and sent to the recommended candidate who must indicate acceptance of the offer of employment within five (5) days inclusive of weekends reckoned from the date of the appointment letter.

5.4 Employment of support Staff in the Political Office Bearers Offices

- Appointment of some staff in the office of the political office bearers shall be deemed as political appointments
- The duration of employment of the position will be attached to the term of the council

5.5 The Role Of Councillors

Councillors will play an oversight role through the Standing Committee, Oversight Committee and Council.

6. CREATION OF NEW PERMANENT POSITIONS

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- 6.1 A departmental head wishing to create a new permanent position in his/her department must submit a written application, via the manager responsible for human resources management, to the municipal manager
- 6.2 An application for creating a new permanent position must contain the following information:-
- a) Details of the department or section where the post must be created.
 - b) A full explanation of the functions and responsibilities of the proposed post in accordance with TASK job evaluation system.
 - c) The need for the post.
 - d) The alternative solutions that were considered for performing the proposed functions allocated to the positions, including re-organization of work rather than creating the position.
 - e) The reason why each of the alternatives have been rejected.
 - f) A full explanation of the estimated costs of the positions for the municipality during the next three years.
 - g) Whether the position must be full –time or part-time
 - (i) Whether the position must be filled on a permanent or fixed terms basis.
- 6.3 The Municipal Manager's decision with regard to an application for creating a new permanent position is final subject to Local Labour Forum consultation.
- 6.4 The newly created posts shall form part of the revised establishment plan accompanying the IDP and Budget submission to Council each year.

7. CREATION OF TEMPORARY POSITIONS

- 7.1 The Municipal Manager may, after consultation with the managers responsible for Human Resources Management and Financial Management and the relevant departmental head, create one or more temporary positions in the establishment.
- 7.2 A temporary position may be created to deal with a temporary increase in the municipality's work due to:-
- a) Disaster;
 - b) The allocation of money to the municipality for the continuation or completion of a specific project not provided for in the budget;
 - c) A backlog in work;
 - d) The seasonal nature of certain task; or
 - e) Special programmes established or managed by the municipality to combat poverty and unemployment.
- 7.3 A temporary position ceases to exist when the reason for which it was created is no longer justified, and the services of the person occupying such position shall be terminated after serving notice according to his/her temporary contract of employment.

7.4 The Municipal Manager's decision with regard to the creation and abolishing of temporary positions is final subject to Local Labour Forum consultation.

8. DETERMINATION OF PAY/REMUNERATION

The pay / remuneration offered to the Municipal Manager and Section 56 Managers will be determined through upper limits by Minister.

The pay / remuneration for all positions that are not section 56 managers posts shall always be determined by the SALGBC agreements.

Payment of market premium may be considered by council in exceptional circumstances for senior managers where council experiences difficulty in recruiting suitably qualified individuals or in instances where council wishes to implement turn-around strategies for service delivery. The special premium allowance may not exceed 20% of the total remuneration of the senior manager concerned.

9. RECRUITMENT SOURCES

The municipality may utilize the following sources in its recruitment drive:-

9.1 Internal Sources

9.1.1 Skills inventories: Where a vacant position exists and there is an urgent need to have it filled, a skills inventory system may be used to search for appropriate candidates. A skills inventory is a record system listing candidates with specific skills.

9.1.2 Database of applicants: The database should be composed of people around Amahlathi Municipality with their expertise and skills.

9.1.3 Job posting (advertisement): Vacancies within the municipality are placed on notice boards or in information bulletins. Details of the job are provided and employees may apply.

9.1.4 Institutions of higher learning

9.2 External sources

9.2.1 Referral: This is a word – of – mouth technique in which present employees refer candidates from outside the municipality. This is an inexpensive technique which is effective in finding candidates with specific skills quickly.

9.2.2 Professional bodies: Accounting, engineering and scientific institutes look after the interests of their members by allowing vacancy advertisements in their publications. Opportunities for networking are also afforded through conventions.

9.2.3 Nepotism

The basic criteria for the appointment and or promotion of employees in the municipality shall be appropriate qualifications, requirements and appropriate performance as set forth in the policies of the council

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Relationship by family or marriage shall constitute neither an advantage nor a disadvantage.

Any poor performance or loss of productivity which is a direct result of conflict between two family members both employed in the organization can result in severe disciplinary action being implemented against both employees

For purpose of this policy, relatives are defined as husbands and wives, parents, children, brothers, sisters and any in-laws of any of the foregoing

10. EMPLOYMENT TESTS AND CHECKS

- 10.1 In the process of selecting a suitable candidate for a vacancy the Selection panel must require the selected candidate(s) to undergo certain tests to determine competency. (Traffic department will assist in terms of clearance certificate and the candidate will bear the costs and medical screening for employees more especially the general workers due to nature of their work)

11. RECORD KEEPING

- 11.1 The Human Resources Department shall keep adequate records of the selection process including the following:

- 11.1.1 Copy of the advertisement
- 11.1.2 Copy of the master list (all applications received)
- 11.1.3 Copy of the short list
- 11.1.4 Structured interview questionnaires with scores
- 11.1.5 Attendance registers
- 11.1.6 Verification of educational qualifications
- 11.1.7 Reference checks
- 11.1.8 All notes written by members of the panel

- 11.2 All records must be maintained for a minimum period of twelve (12) months after which no correspondence will be entered into with regards to the same records.

12 DISPUTE RESOLUTION

Any dispute relating to both the interpretation of the provisions of this policy as well as the Municipality decision on any specific recruitment matter shall be dealt with in accordance with the dispute resolution mechanism provided for in the applicable Labour Relations legislation.

13. WAIVING OF THE POLICY AND IMPLEMENTATION PROVISIONS

- 13.1 This policy may be partly or wholly waived in consultation with the labour representatives i.e. Trade Unions.

- 13.2 This policy shall take precedence over any decision or an agreement reached prior to its existence.

- 13.3 Notwithstanding clauses 11.1 and 11.2, the policy shall be superseded by a collective agreement or a Council resolution taken after its promulgation.

13.4 This Policy will be reviewed annually.

VERSION CONTROL

VERSION	DATE	AUTHOR	STATUS
1	30 October 2019	HR Practitioner	Approved
2	30 June 2022	HR Practitioner	Final Draft
3	8 July 2022	HR Practitioner	Approved

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**SUNDAYS RIVER VALLEY MUNICIPALITY
CORPORATE SERVICES DEPARTMENT
INTERVIEW SCORE SHEET**

Post: _____

Department: _____

Candidate's Name: _____

Panel Member's Name: _____

Date of Interview: _____

N.B. Please allocate a score to the candidate by ticking the relevant sub-column of column 3 on the basis of your independent assessment of the candidate's response to each question.

All questions are to be asked as the total score is based on all questions.

1 Column 1		Column 2	Column 3					Column 4	Column 5
Interview Questions		Weight	Score					Subtotal (Column 2 x Column 3)	Total (Column 2 x 4)
No	1.1 General & H.R. Related Questions		1	2	3	4	5		
1		3							15
2		3							15
3		3							15
4		3							15
No	Technical Questions								
1		5							25
2		5							25
3		5							25
4		5							25
5		5							25
2 Total									185

Weight: 1 = To a lesser degree
2 = Normal requirement
3 = To a greater degree
4 = Important requirement
5 = Critical requirement

Score: 1 = Unsatisfactory
2 = Mediocre/average
3 = Passable
4 = Very good
5 = Excellent

Total Column 4
Percentage = _____ X 100 = _____ %
Total Column 5

Remarks :

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Signature of Panel member

**SUNDAYS RIVER VALLEY MUNICIPALITY
CORPORATE SERVICES DEPARTMENT
INTERVIEW SCORE SHEET**

Post: _____

Department: _____

Candidate's Name: _____

Panel Member's Name: _____

Date of Interview: _____

All questions are to be asked as the total assessment is based on all questions.

INTERVIEW QUESTIONS:

No.	GENERAL AND HR RELATED QUESTIONS	COMMENTS AND OBSERVATIONS
1		
2		
3		
No	Strategic and technical questions.	
7		
8		

Remarks :

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Signature of Panel member

**SUNDAYS RIVER VALLEY MUNICIPALITY
CORPORATE SERVICES DEPARTMENT
INTERVIEW SCORE SHEET**

Post: _____

Department: _____

Candidate's Name: _____

Panel Member's Name:

.....

Date of Interview: _____

N.B. Please allocate a score to the candidate by ticking the relevant sub-column of column 3 on the basis of your independent assessment of the candidate's response to each question.

All questions are to be asked as the total score is based on all questions.

3 Column 1		Column 2	Column 3					Column 4	Column 5
	Interview Questions	Weight	Score					Subtotal (Column 2 x Column 3)	Total (Column 2 x 4)
No	3.1 General & H.R. Related Questions		1	2	3	4	5		
1	<u>Question</u>	3							15
	<u>Notes:</u>								
2	<u>Question</u>	3							15

	Notes:									
6	Question	5								25
4 Total										325

Weight: 1 = To a lesser degree
 2 = Normal requirement
 3 = To a greater degree
 4 = Important requirement
 5 = Critical requirement

Score: 1 = Unsatisfactory
 2 = Mediocre/average
 3 = Passable
 4 = Very good
 5 = Excellent

Percentage = $\frac{\text{Total Column 4}}{\text{Total Column 5}} \times 100 = \text{_____}\%$

Remarks:

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 Signature of Panel member

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S H RINE
MAYOR

08 July 2022

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