

# Mpumalanga Provincial Government



## Department of Public, Works Roads and Transport RECRUITMENT POLICY

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Administration  
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## ABBREVIATIONS AND DEFINITIONS

### ABBREVIATIONS

MEC	:	Member of the Executive Council
HOD	:	Head of Department: Public Works Roads & Transport
SMS	:	Senior Management Services
MMS	:	Middle Management Services
PSR	:	Public Service Regulation
HRP & A	:	Human Resource Practices & Administration
KPA	:	Key Performance Areas
CORE	:	Code of Remuneration
HRU&CD	:	Human Resource Utilisation and Capacity Development

### DEFINITIONS

#### **Department**

Shall mean the Department of Public Works, Roads and Transport

#### **Internal**

Within the Mpumalanga Provincial Administration

#### **External**

Within the Mpumalanga Province

#### **Nationwide**

All provinces within South Africa

#### **Screening**

is a methodical survey, to assess suitability for a particular post or rather it is a preliminary assessment of job candidates based on specified criteria.

#### **Vetting**

is a process of examination and evaluation of a candidate where a detailed security check is conducted to determine security standards of the candidate offering them employment?

#### **Reference Checking**

Background check done to confirm the details in the CV as well as the behavior of the candidate inside or outside working environment

#### **Qualifying employee**

Employee at a lower level of the post and/or an employee acting on the post that meets the basic requirement for the advertised vacant funded post.

#### **Head-Hunting**

Searching and identification of persons with the required skills of certain post with criteria categorized as scarce skills and request them to apply for the post.

## **1. INTRODUCTION**

The Department of Public Works, Roads and Transport commits itself to recruit suitable qualified employees with the relevant skills and competencies. The recruitment of such employees shall be done in an open and transparent manner, in line with this policy.

## **2. OBJECTIVES**

The purpose of this policy is:

- 2.1. To provide guidelines, norms and standards in the filling of vacant funded posts in an effective and efficient manner that promote equity and representativity.

## **3. REGULATORY FRAMEWORK**

- 3.1. Constitution of the Republic of South Africa, 1996
- 3.2. Public Service Act, 1994 (Act No. 103 of 1994)
- 3.3. Public Service Regulation, 2001
- 3.4. Labour Relations Act, 1995 (Act No.66 of 1995)
- 3.5. Employment Equity Act, 1998 (Act No. 55 1998)
- 3.6. Basic Conditions of Employment Act, 1997 (Act No.75 of 1997)
- 3.7. Skills Development Act, 1998 (Act No. 97 of 1998)
- 3.8. Occupational Health and Safety Act, 1993 (Act No.2 of 1993)
- 3.9. Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)
- 3.10. Promotion of Administrative Justice Act, 2000 (Act No. 3 of 2000)
- 3.11. White Paper on Affirmative Action, 1998
- 3.12. White Paper on Transformation in the Public Service, 1995
- 3.13. Directives as issued by the Minister of Public Service Administration and the Minister of Labour

## **4. SCOPE OF APPLICATION**

The policy shall be applicable to:

- 4.1. All employees and prospective employees of the Department.

## **5. POLICY STATEMENT**

### **5.1. RECRUITMENT**

The HRP&A unit shall ensure adherence to the following:

- 5.1.1. All vacant funded posts shall be advertised
- 5.1.2. All vacant funded posts from salary level 2 – 5 shall be advertised as follows:
  - 5.1.2.1. External advertisement for salary level 2 – 3
  - 5.1.2.2. Internal advertisement for salary level 4 – 5 through circulars.



- 5.1.3. All vacant funded posts from salary level 6 – 12 shall be advertised within the Department.
- 5.1.4. All vacant funded posts from salary level 13 –16 shall be advertised nationwide as outlined on Chapter C.2.3. of the Public Service Regulation
- 5.1.5. Scarce Skills recruitment shall be done in local papers within the province and nationwide.
- 5.1.6. Target advertising shall be done to meet targets as set in the departmental employment equity plan.
- 5.1.7. Qualifying employees and trainees of the department may be given first preference when short-listing for advertised vacant funded positions.

## 5.2. ADVERTISING

- 5.2.1. The HRP&A Unit shall compile an advertisement for the relevant vacant funded post to be filled.
- 5.2.2. The language and style of the advertisement shall be clear and simple, to attract candidates from all sectors of the population, especially the previously disadvantaged group.
- 5.2.3. The advertisement of a post shall as a requirement specify:
  - 5.2.3.1. Job Title in terms of applicable prescripts
  - 5.2.3.2. All inclusive remuneration package/minimum salary notch
  - 5.2.3.3. Required educational qualifications, knowledge, skills and attitudes inherent to the job
  - 5.2.3.4. Address where applications shall be submitted
  - 5.2.3.5. Core functions
  - 5.2.3.6. Contact details of persons who shall respond to enquiries
  - 5.2.3.7. Requirement for security clearance where applicable
  - 5.2.3.8. Work station where a post is created
  - 5.2.3.9. Competency testing where applicable
- 5.2.4. In addition to 5.2.3. above, advertisements for SMS posts shall include the following:
  - 5.2.4.1. the signing of employment contract on appointment
  - 5.2.4.2. the signing of performance agreements on appointment
  - 5.2.4.3. Complete the financial disclosure form
- 5.2.5. The advertisement shall state that the Department of Public Works, Roads and Transport is an Affirmative Action and Employment Equity Employer.
- 5.2.6. Provision indicating that an applicant who does not hear from the department within three months of the closing date thereof must shall consider his or her application unsuccessful.
- 5.2.7. The clause "Persons with disabilities are encouraged to apply" shall be standard in all advertisements.
- 5.2.8. Correspondence shall be limited to short listed candidates and feedback after the interviews shall be communicated to candidates within fourteen days after the approval of appointment by the HOD.

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### **5.3. HEAD HUNTING (SKILLS SEARCH)**

The Executing Authority of the department shall head-hunt prospective employees where it has been proven that it is extremely difficult to find the suitable candidate. Candidates that are headhunted shall be subjected to the same evaluation criteria as those that have applied for the advertised post.

### **5.4. SELECTION**

#### **5.4.1. PROFILING**

The HRP&A unit shall compile a profile of all received applications per post. The profile shall contain the following information:

- 5.4.1.1. Names and Surname of applicant
- 5.4.1.2. Address of applicant
- 5.4.1.3. Race
- 5.4.1.4. Gender
- 5.4.1.5. Disability status
- 5.4.1.6. Qualifications
- 5.4.1.7. Contact information
- 5.4.1.8. Experience
- 5.4.1.9. Date of receipt of the application

#### **5.4.2. SHORT-LISTING AND INTERVIEWING (SELECTION)**

- 5.4.2.1. The interviewing panel shall be the same as the short-listing panel. The Head of the Department shall approve the panel and substitute in case a member has apologized in writing.
- 5.4.2.2. The Head of the Department shall approve the short-listing/ Interviewing panel that shall comprise of at least three (3) officials who are employees of a grade equal to or higher than the post advertised, two officials determined by HRP&A unit as Chairperson and scribe, one representative from Employment Equity committee, representatives of a registered trade union .
- 5.4.2.3. The chairperson of the interviewing panel shall be of a grading higher than the post to be filled. The role of the Employment Equity committee, representatives of a registered trade union is to observe and advice
- 5.4.2.4. An official from the section (where the post shall be filled) shall be part three panel members as in 5.4.2.2. of the short-listing/interviewing panel
- 5.4.2.5. A minimum of three (3) and a maximum of six (6) candidates shall be shortlisted and interviewed for one post, unless deviation is approved by the Executing Authority.
- 5.4.2.6. Trade Unions shall have observer status during the short-listing/ interviewing process.



- 5.4.2.7. Panel members and trade unions shall sign a confidentiality declaration form before short listing and shall disclose any interest thereof.
- 5.4.2.8. Panel members shall not be changed throughout the period of short-listing/interviews to ensure consistency and confidentiality.
- 5.4.2.9. The proceedings of the short-listing/interviews shall be recorded in writing by the scribe deployed by the HRP&A unit.
- 5.4.2.10. The interview panel shall recommend the successful candidate to the HOD through the report as recorded by the secretariat/scribe.

## **5.5. SUITABILITY CHECKS**

- 5.5.1. All short listed candidates shall be subjected to the following prior to inviting them for interviews.

- 5.5.1.1. Reference checking
- 5.5.1.2. Screening
- 5.5.1.3. Qualification verification
- 5.5.1.4. Preliminary vetting on specific posts where applicable

- 5.5.2. The following information shall be verified when suitability checks is conducted:

- 5.5.2.1. Date of employment
- 5.5.2.2. Qualifications
- 5.5.2.3. Present position and salary package
- 5.5.2.4. Number of staff reporting to candidate, if relevant
- 5.5.2.5. Primary responsibilities, specific skills and expertise (KPA)
- 5.5.2.6. The candidate strengths and weaknesses, including any negative matters that relate to the candidate employment status.

## **5.6. INTERVIEWING /SELECTION PROCESS**

- 5.6.1. Interviews shall be conducted in a fair and objective manner
- 5.6.2. All panel members shall be responsible for the preparations of the questions with possible answers on the day of the interview.
- 5.6.3. Follow-up questions shall be allowed for clarity, provided the probing arise from the answer provided by the candidate and shall be related to the post in line with sound labour practices
- 5.6.4. HRP&A shall prepare a report signed by the chairperson of the panel to the HOD or his/her delegate for approval.
- 5.6.5. For post level 13 and above the Executing Authority shall verify all the recommendations and documentation before forwarding to the Executive Council for approval.
- 5.6.6. The top three (3) candidates for the posts of MMS and SMS shall be subjected to the competency assessment. The results of the competency assessment shall be taken into consideration when finalizing the recommendations.

## **5.7. APPOINTMENTS**

### **5.7.1. Probation**

- 5.7.1.1. All new employees shall be appointed on probation for a period not exceeding twelve months unless extended by the manager/supervisor on the grounds of competency/performance.
- 5.7.1.2. The probation period shall only be extended for a period of six months and failure on the part of the employee to meet the required standards shall lead to the Department terminating the appointment on probation due to incapacity.
- 5.7.1.3. Managers/supervisors shall ensure that a clear and unambiguous performance contract spelling out in terms of expectations and targets to be met by the employee is entered into within the first month of the employee assuming duty.
- 5.7.1.4. HRU&CD unit shall be available to help in drafting the performance agreements
- 5.7.1.5. The leave days taken shall extend the probation's confirmation date.

### **5.7.2. Transfers**

- 5.7.2.1. Employees who apply for transfers shall submit proof of acceptance from their supervisors which he/she wants to relocate to. The supervisor shall take into consideration service delivery implications before accepting or rejecting the applications made.
- 5.7.2.2. The supervisor shall forward the application to the SM: HRP&A together with his/her input regarding the application.
- 5.7.2.3. Employees who want to transfer to other departments shall apply through HRP&A unit.
- 5.7.2.4. The HRP&A unit shall obtain the approval of the transfer from the Head of Department by way of submission.

### **5.7.3. Secondments**

- 5.7.3.1. An employee shall be seconded to other government departments, bodies or institutions in line with the provisions of section 15 of the Public Service Act, 1994 as amended, provided that the employee agrees to the applicable arrangements.
- 5.7.3.2. Once the secondment is agreed to, a written contractual agreement between this Department and the receiving Department shall be drawn up.
- 5.7.3.3. Employee seconded shall continue to be entitled to all applicable benefits provided for in their contract of employment and shall remain subject to all obligations provided for in the Public Service Act, Public Service Regulations and all other related prescripts.
- 5.7.3.4. To rescue situations within public entities established by the Department, the executing authority shall second any member of staff to the entity concerned for a non-extendable period not



exceeding six months, provided that the aspect rescued in an entity is reasonable within the competence / scope of the employee in the department.

#### **5.7.4. Re-employment of former employees**

- 5.7.4.1. Former employees who resigned or retired early or prematurely, shall be re-employed if they are successful in obtaining a post through competition, except employees whose service were terminated subject to restrictions on their further employment in the Public service (Former employees who took a voluntary severance package)
- 5.7.4.2. Previous service shall be taken into account in selection only in as far it demonstrates the employee's suitability to undertake the duties of the post for which he /she is applying.
- 5.7.4.3. Since former employees are no longer employees, they shall not compete for posts, which are reserved for serving employees, even if they are currently working within the Public service as external contractors.
- 5.7.4.4. In terms of the public service regulations, 1999, Part VII/B3.1, the executing authority shall not reappoint a former employee if:
  - (a) The former employee left the public service earlier on condition that she or he shall not accept or seek reappointment;
  - (b) The original grounds for termination of service militate against reappointment;
  - (c) The former employee left the public service due to ill health and cannot provide recent and conclusive evidence of recovery.

#### **5.7.5. Acting in higher positions.**

- 5.7.5.1. Employees shall be appointed to act in positions if such positions become vacant, funded and are within the approved organogram,
- 5.7.5.2. A head of department shall also compensate an employee for acting in a post due to the actual incumbent of the post acting in a higher vacant post, provided that no more than two employees shall simultaneously be compensated as a result of a single vacancy.
- 5.7.5.3. An employee shall not act in a higher vacant post for an uninterrupted period exceeding 12 months.
- 5.7.5.4. Such appointments shall be in writing, specifying the nature of the employee's responsibilities and the term thereof. A copy of the letter shall be placed on the employee's personal file.
- 5.7.5.5. Employees who are appointed in writing to act in a higher position, shall be paid an acting allowance provided that:
  - (a) the higher post in which he/she is acting is funded and vacant;
  - (b) the period or appointment is uninterrupted for more than six weeks;
- 5.7.5.6. Managers responsible for such employee should provide guidance and leadership with a view to developing such employees but shall

refrain from comments and actions that will lead to legitimate expectations on the part of the employee's appointment to act in higher positions.

#### **5.7.6. Contract on Employment**

- 5.7.6.1. The department shall appoint employees on salary level 1-12 on contract for a limited period where:
- (a) An existing employees is expected to be absent for a period not exceeding twelve months and his or her work cannot be performed by other existing employees
  - (b) Additional work which is not of permanent nature is identified and demands additional human capital
  - (c) No suitable vacancy to which permanent appointment can be made
- 5.7.6.2. The recruitment and selection requirements for a contract employee shall be the same as for the recruitment and selection of permanent employees.
- 5.7.6.3. Any employment contract shall consider the following conditions that shall be complied with:
- (a) Funds for compensation and budget for all other necessities shall be available before an employment contract is issued
  - (b) The head of the unit shall provide reasons for the appointment of staff on contract and shall confirm that there is no permanent employee to perform the tasks
  - (c) The standard contract for appointment of contract employees shall be used
  - (d) The rank and level, duration of contract and specific duties to be performed shall be spelt out vividly in the employment contract.
- 5.7.6.4. A contract employee shall be remunerated on the same salary level and scales as those applicable to permanent employees.
- 5.7.6.5. A contract employee on a fixed term contract exceeding three months shall be paid an additional 37% of the salary for benefits.
- 5.7.6.6. Appointment on SMS level shall be remunerated in terms of the relevant level of the SMS package.
- 5.7.6.7. Non-South African citizen shall be appointed on contract where required skills for a specific post are not available in South Africa. The contract shall emphasize on skills transfer and the candidate shall have a valid work permit.





## **6. ROLES AND RESPONSIBILITIES**

### **6.1. Human Resource Practices and Administration**

The Human Resource Practices and Administration shall:

- 6.1.1. Ensure that the post to be advertised exists in the approved structure, is funded and vacant
- 6.1.2. Ensure that all the necessary approvals are obtained prior to advertising, short-listing and filling of the post.
- 6.1.3. Ensure that professional advice, support and assistance are given to line managers where vacant funded posts exist
- 6.1.4. Provide professional advice in the short listing, interviewing and selection process.
- 6.1.5. Compile submissions related to the selection process as a whole and forward to the Head of the Department.
- 6.1.6. Inform candidates and labour representatives timeously of the interview dates and outcomes.

### **6.2. Line Managers**

- 6.2.1. Line managers shall submit the needs to advertise posts.
- 6.2.2. Line managers to take cognizance of the policy provisions and implement it accordingly.
- 6.2.3. Line managers shall provide budget for the logistical arrangements.

### **6.3. Head of Department (HOD)**

The HOD shall:

- 6.3.1. Approve all requests for filling of vacant posts.
- 6.3.2. Recommend or approve (delegated) the appointment of candidates
- 6.3.3. Ensure proper implementation of the contents of this policy

### **6.4. Member of the Executive Council (MEC)**

The MEC shall:

- 6.4.1. Approve or delegate to the HOD the approval of all posts on salary level 2-12.
- 6.4.2. Shall recommend to the Executive Council the appointment of SMS members.
- 6.4.3. Enforce the provisions of the policy.

## **7. MONITORING AND EVALUATIONS**

The Human Resource and Administration shall monitor the implementation of the policy and shall report any deviations to the Head of the Department in writing.

## 8. POLICY REVIEW

The policy shall be reviewed to factor in changes in Legal framework, organizational and development, political and economic trends, and envisaged outputs by the Medium Term Expenditure Framework as well as the outcomes of monitoring and evaluation.

## 9. APPROVAL

Approved



**K.M. MOHLASEDI**  
**HEAD OF THE DEPARTMENT**

DATE

2012/5/28