



HUMAN RESOURCE MANAGEMENT

PROCEDURE MANUAL FOR RECRUITMENT AND SELECTION

ACTIVITY	PROCESS/PROCEDURE
1. RECRUITMENT	<p>(a) Only the posts that have been approved in the departmental structure will be advertised to ensure the Department renders its functions as expected.</p> <p>(b) The manager of the section where a vacancy exists shall write a request letter to advertise the post and also complete the Job Profile template form and submit it to Human Resource Management. (Attached for ease of reference)</p> <p>(c) Once approval has been granted from the Head of Department of Department/Executive Authority an advertisement shall be placed.</p> <p>INTERNAL ADVERTISEMENT</p> <p>(d) The Department will advertise all posts of salary level 02 – 08 (entry level posts) in the Local Newspaper and North West Provincial Government for at least three (03) weeks targeting applicants who needs entry into the Public Service and further career development.</p> <p>(e) The provision of the above will not be considered where skills specialized, expertise and/or experience are regarded for the position and such skills or expertises are not present internally.</p> <p>(f) The Department will advertise all post of salary level 02 – 08 only targeting Employment Equity Plan (e.g. Disability etc) in the Local Newspaper and North West Provincial Government for at least three (03) weeks targeting an applicant who needs entry into the Public Service and further career development.</p>

EXTERNAL ADVERTISEMENT

(g) The Department will advertise all posts of salary level 09 – 16 in the Local Newspaper, National Newspaper and North West Provincial Government for at least three (03) weeks targeting applicants within the Public Service and who needs entry into the Public Service taking into consideration further career development and it also allow the Department to reach a large market especially where scarce skills are required.

(h) The Department will advertise all post of salary level 09 – 16 only targeting Employment Equity Plan (e.g. Disability etc) in the Local Newspaper, National Newspaper and North West Provincial Government for at least three (03) weeks targeting applicants within the Public Service and who needs entry into the Public Service taking into consideration further career development.

(i) Once an advert has been placed, allocate post/posts to official (s) to work on in relation to:
- Profiling of applications

-Liaise with Programme Managers to assist in determining panel members that must be firstly approved by the Head of Department/Executing Authority including union members.

(j) Once the panel has been approved, agree upon the shortlisting date depending on the availability of panel members.

(k) Prepare invitation letters at least (05) five working days prior shortlisting/interviews to panel members, distribute to them and ensure a copy is filed in the relevant file.

(l) After shortlisting, prepare a shortlisting report and approval memorandum to interview indicating shortlisted candidates, criteria used and panel members who attended.

(m) The shortlisting report must be signed by the chairperson and HR scribe, and the approval to interview must be signed by the HR Director, Head of Department/Executing Authority/ his delegate for that position.

(n) Once approval has been granted, confirm suitable interview date, which must be atleast (05) five working days in advance.

(o) Invitation letters for the interview process should be send to panel members, union representatives and candidates and they must be informed both telephonically and in writing and ensure a copy is filed in the relevant files.

(p) Communication will only be limited to shortlisted candidates

(q) Prepared interview packages in advance which will be allocated to panel members on the date of the interview.