RECRUITMENT POLICY

Policy no : NW/HS 001

1. Purpose

The Department of Human Settlement is an equal opportunity employer. The employment practices of the Department shall ensure employment equity, fairness, efficiency and the achievement of a representative public service. Affirmative Action shall be used to speed up the creation of a representative and equitable public service and to give practical support to those who have been previously disadvantaged by unfair discrimination to enable them to fulfil their maximum potential. Employment practices should maximise flexibility, minimise administrative burdens on both employer and employee and generally prevent waste and inefficiency.

The main is to ensure that the Human Resource Management in the Department of Human Settlement is a diverse competent and well- managed workforce. The management of human resource will be underpinned by the values of fairness; Equity; Accessibility; Transparency; Accountability; Participation and Professionalism. These values will highly regarded by all who have been charged with the responsibility of managing people.

Above all, it is to ensure that the working environment is characterised by employment justice, cultural diversity and transparency.

2. Legislative frameworks

Public Service Act of 1994
Public Service Regulations, 1999
White Paper on Human Resource Management in the Public Service
Collective Bargaining Agreements

3. Recruitment

The Department of Human Settlement is an equal opportunity employer. Cost effective, accessible and transparent recruitment strategies will be used to reach and attract candidates from all sections of the population and to maximise recruitment among the people from the historically disadvantaged groups.

The recruitment process will be informed by the Departmental Structure, Employment Equity Plan and the Human Resource Plan.

An Executing Authority shall ensure the composite requirements for employment in any post on the basis of the inherent requirements of the job and ensure compliance with any statutory requirement for the appointment of suitable employees.

Any vacant funded post will be advertised within six months and be filled within 12 months after becoming vacant.

A vacant post can be filled through the advertisement of the post, lateral transfer and placement.

All the logistical arrangements of filling vacant posts will be co-ordinated and administered by the Human Resource Management.
4. Advertisement

4.1 An Executing Authority shall ensure that the advertisement of vacant posts in the department reaches and attracts the entire pool of potential applicants from all sections of the population. The Department shall explore the use of different forms of communication so as to maximise recruitment among people from historically disadvantaged groups.

4.2 Any vacant post in Senior Management Services shall be advertised nationwide.

4.3 An advertisement for a post shall specify the inherent requirements of the job, the job title and core functions, salary package and other benefits. The advert will also specify the closing date which will be restricted to 28 days (4 weeks) from the day of advertising.

4.4 Employment in the Public Service will normally be restricted to South African citizens aged between 16 and 60 years. Pre health checks will not be performed except where they are essentially inherent requirements of the job or where employees who have retired on medical grounds seek re-employment.

4.5 Only posted and hand delivered applications will be considered.

5. Selection

The Executing Authority or any other delegated person shall appoint Selection Panel.

The Selection Panel will consist minimum three gender balanced members who are employees of a grading equal to or higher than the grading of the post to be filled from Public Service or any other suitable persons outside the public service.

The Chairperson of the Selection Panel shall be of a grading higher than the post to be filled.

The Selection shall make recommendations for the short listing, interviewing and appointment to the post for the approval of the Executing Authority or a person with delegated authority.

Any other representation in the Selection Panel lower than the grading of the post to be filled may provide secretarial, advisory services or union representation.

Selection will be based on the inherent requirements of the position to be filled as specified on the advertised job specifications and the outcome of other processes that legitimises the appointment.

A member of the Selection Panel should disclose and recuse him/her self in the case where there is vested interest in the appointment of the candidate.

6. Notification for Interview
The Human Resource Management shall be responsible for the reception, recording of applications, acknowledging, storing and communication with applicants. All applications will be acknowledged but any further communication will be confined to short listed candidates. Candidates will be notified Five (5) days before the interview. Candidates must be informed both telephonically and in writing. The invitation letters shall be filed. The Human Resource Management shall ensure that the qualification screening, reference checks, competency test and security clearance are conducted before the interview process where necessary.

7. Communication of Interview Results.

All interview results will be communicated to candidates after approval by the relevant authority. The interview results will be communicated within 21 days after the interview by the Human Resource Management. The Department reserves the right to release information and any information to be released will be confined to the specific affected person.

8. Appointment

The appointment, transfer or promotion of any employee shall be made by the relevant Executing Authority or a person to whom authority has been delegated. No person shall be appointed permanently, whether on probation or not, to any post on the establishment in a department unless he/ she is a South African Citizen or permanent resident and is a fit and proper person. All persons who applied and qualify for the appointment concerned shall be considered. The evaluation of persons shall be based on the stated requirements and the need to redress. The appointment and promotion of an employee shall be made on probation. The period for probation shall not be less than 12 calendar months unless the employee is employed for a period not exceeding one year.

9. Confidentiality

All participants in the recruitment process are not allowed to disclose any information unless authorised to do so. Any disclosure of unauthorised information will be treated as misconduct. A confidentiality code has to be signed by all participants.

10. Managing Grievances

10.1 All candidates are entitled to raise a grievance and to have it dealt with by means of prompt, fair and objective procedures. 10.2. Standing disciplinary procedures will be followed when dealing with grievances pertaining to interviews and appointments.
11. Monitoring, Evaluation and Review

This policy is subject to review on an annual basis through consultation of all stakeholders at the consultation forum, whilst its custodian is the Sub Directorate: Human Resource Administration which will monitor and evaluate its impact/application.

SIGNED BY: ___________________________  DATE: ______
TK PHATUDI
DIRECTOR: HUMAN RESOURCE MANAGEMENT

APPROVED BY: ___________________________  DATE: ______
MP MOTLOGELWA
ACTING HEAD OF DEPARTMENT

DATE OF IMPLEMENTATION : ___________________________