



RECRUITMENT, SELECTION, APPOINTMENT, PROMOTION AND TRANSFER OF PERSONNEL

INTRODUCTION:

The aim of the recruitment, selection, appointment, promotion and transfer process is to attract, obtain and retain people with required competencies in order to satisfy the manpower needs of the council in accost-effective manner. Recruitment is also attuned to establishing a positive image of the Msinga Municipality as an employer in the labour market in general, but the local labour market specifically.

THE AIM OF THIS CHAPTER:

The aim of this chapter is to define the council's policy in respect of the recruitment, selection, appointment, promotion and transfer of personnel.

POLICY STATEMENT:

The council subscribes to a philosophy that the constituents of this municipality must be served by municipal officials who are competent, diligent, effective and incorruptibly honest and who are enthusiastically able to help the council to develop the municipality into a well functioning local authority geared to face the developmental requirements contained in the constitution and other legislation and ,in so doing m, provide the residents with the quality service they are entitled to.

The council is determined that persons/staff who do not fit the appointment criteria and / or do not share the same ideals and vision, will not be welcome in the personnel corps of this municipality.

Taking the above into account the council recognizes the fact that a staff component who meets the above criteria is any municipality's most valuable asset without whom a municipality would not be able to operate successfully, and that it is a municipal council's responsibility to create the environment and general condition within which such a staff corps can be established and be allowed to grow. The council thereof places on record its commitment to create, and maintain, the required environment and general conditions.

The council places on record its understanding of, and commitment to the upliftment of the previously disadvantaged community within which it operates, not only in general terms, but also in so far as employment opportunities, within the council's financial means, are concerned.

The council thereof subscribes to its Employment Equity Plan, which must lead to the logical outcome, namely, that the eventual staff complement of the municipality must be representative of the demographics of the area of the council.

The council thereof also subscribes to a policy whereby staff appointments and promotions will be based on merit and the added enthusiasm described in clause one of this part, bearing in mind the imbalances of the past and also at the same time promoting the appointment and promotion of person from previously disadvantaged group in terms of its Employment Equity Plan. In this regard council recognizes the directives contained in section 20(3) of the (**EMPLOYMENT EQUITY ACT, 1998 ACT 55/1998**)

“20(3) For the purposes of this Act, a person may be suitably qualified for a job as a result of any one of or any combination of that person’s

- (a) formal qualifications.*
- (b) prior learning*
- (c) relevant experience; or*
- (d) capacity to acquire, within a reasonable time, the ability to do the job.*

To fulfil its obligations to persons from the previously disadvantaged group who have the potential to be developed, and enthusiastically share the council’s deals and vision, the council and Municipal Manager (In terms of section 66 of the **Local Government : Municipal System Act ,2000 [Act 32 of 2000]** Will, within the municipality’s financial means create opportunities for such individuals to be appointed in specifically selected posts where they could be trained.

The council places on record its abhorrence to any form of corruption, fraud and nepotism.

However, the council is not totally against the employment of member of the same family and will consider every case on its own merit as council is of the opinion that such appointments, if done correctly, often has certain distinct advantages. Such appointment must however be done in a fair and transparent way taking into account the stipulations of the foregoing clauses. If the Municipal Manager is considering the appointment of a member’s family the approval of the council’s executive committee must be obtained.

The council recognizes the valuable role the trade unions and the local Labour Forum has to play in the entire process and expresses its intention to work together with these bodies to achieve its goals. However council expects the same commitment to excellence from the unions and the Local Labour Forum.

AUTHORITIES

The council deems the above rules and the content of the rest of this chapter to be the **POLICY FRAMEWORK** within which the Municipal Manager must operate when he/she applies the directives contained in section 66 of the **Local Government: Municipal Systems Act ,2000(Act 32 of 2000)**

The council recognizes than terms of section 55 (1)(e) of the aforesaid Municipal System Act, and subject to the contents thereof , the Municipal Manager is responsible and accountable for the appointment of all staff, apart from those reporting directly to him in this regard the council deems the rules described in the **part POLICY STATEMENT, as well as the contents of the rest of this chapter** , to be the policy directions referred to in the aforesaid section55

THE POLICY

1. RECRUITMENT

1.1. INTRODUCTION

Activities are depending on the council's human resource requirements as identified on its organgram and human resource plan. Internal sources of recruitment should be considered, if at all possible, since it is cost effective and serves as a motivation for existing employee.

1.2. ADVERTISING:

All vacancies on the permanent staff establishment shall be advertised as follows

- 1.2.1. For one week to all serving staff. However, if the Municipal Manager is of the opinion that none of the serving staff would qualify for the vacant post, he/she may ignore this step and move to the next step of external advertising. This option must be exercised with the greatest caution and after consultation with the trade union (s) through the Local Labour Forum.
- 1.2.2. If no serving staff are interested or suitable then external advertisement must be place as follow:
 - (a) In English on all municipal notice boards
 - (b) In English in local newspapers in Greytown and Dundee
- 1.2.3. If the efforts described in paragraph 1.2.2. did not produce the desired results the same advertisements must be placed in the following newspaper:
 - (a) Ilanga: In isiZulu
 - (b) Sunday tribune : In English
- 1.2.4. The Human Resources Manager, or if none exists the, Director of Corporate services, is responsible for all advertisement.

1.3. ADMINISTRATION:

1.3.1. The HR Manager or, if none is in place, the director Corporate Services, (hereinafter referred to as the responsible official) is responsible for the administration of all action done in terms of this chapter. If the responsible official himself/herself is personally involved in the process (has applied for a post) the Municipal Manager must appoint a replacement.

1.3.2. The responsible official will receive all applications and record them.

1.3.3. He/ she shall make any inquiries he/she may deem necessary to obtain as much information as possible on each applicant. He/she must record all information so gleaned and affix the information sheet to the appropriate application. He/she must draw up suggested shortlist of applicants for recommendation to the Municipal Manager.

1.3.4. Upon closing date the responsible person and the Municipal Manager will decide on the shortlist of applicants. Representatives of the trade union (s) may be present and make inputs, but the Municipal Manager's decision will be final.

1.3.5. Thereafter the responsible official must arrange for interviews with the shortlisted applicants.

1.3.6. The Municipal Manager may decide on the composition of the appointment panel of which he/she is the chairperson. The trade union(s) must be.

1.3.7. Represented, but may not actively participate in the interview and selection process. They are there to satisfy themselves that the process is fair and meeting (Special, if necessary) of the Local Labour Forum. The Municipal Manager's decision regarding the appointment is final, but may be appealed against in Local Labour Forum.

NOTE: The above procedure applies to the appointment /promotions of the staff who do not report directly to the Municipal Manager, where the post to be filled is that of a head of department or other post reporting directly to the Municipal Manager, the role of the Municipal Manager is taken over by an appointment committee of the council of which the Municipal Manager is a full voting member. (paragraph 1.3.2. and onwards.) Also here the unions and the Local Labour Forum has a role to play.

1.4. GENERAL STIPULATIONS:

- 1.4.1. A vacant post shall be filled either
 - (a) By the transfer or promotion of a serving employee or
 - (b) By the appointment of a person who is not in the employ of the council if in the opinion of the Municipal Manager, the vacant post cannot satisfactorily be filled by such transfer or promotion.
- 1.4.2. In the filling of a vacant post, due regard shall be had to the qualifications relative merit , efficiency and suitability of the persons who are legible for appointment, promotion or transfer as well as the council's **POLICY STATEMENT and EQUITY PLAN**.
- 1.4.3. An employee shall be appointed, promoted or transferred if there is a vacant post.
- 1.4.4. An applicant who canvasses for appointment, promotion or transfer in the service of the council, shall disqualify himself/herself consideration.
- 1.4.5. Any applicant for appointment, promotion or transfer shall subject himself to the screening techniques determined by the council.
- 1.4.6. A person shall be at least 16 years to be considered for appointment.
- 1.4.7. An employee 's appointment shall be subject to proof of good health and shall if so requested, subject himself, at the council's cost, to a medical examination by a registered medical practitioner appointed by the council.
- 1.4.8. A Person shall be appointed in council's service in a permanent capacity only if he/she,
 - (a) Has not yet attained the age of 65 years
 - (b) Complies with the qualification and / or proficiency requirements laid down by the council or municipal manager, unless otherwise determined by the council or the Municipal Manager.
- 1.4.9. An employee occupying a post, which has been reclassified to a higher grade, shall have no claim as of right to such higher graded post.
- 1.4.10. When an employee is promoted to a post of higher grade, his /her salary shall be adjusted accordingly.
- 1.4.11. On entering the council service, an employee shall where applicable, hand in his/her unemployment insurance fund contributor's card to the responsible person.

- 1.4.12. When a serving employee is appointed, he/she may be appointed on a higher notch than the commencing notch of the applicable salary scale. in any event the employee must receive at least one notch increase in salary.
- 1.4.13. An appointment shall be made according to the qualifications and experience of the applicant, at a notch within the prescribed salary scale, provided that, if a successful applicant claims a higher notch than the starting notch of a particular salary level, the salary notches of the serving employees occupying similar positions in the relevant department, shall be taken into consideration.
- 1.4.14. When an external applicant does not comply with the minimum academic requirements of the post applied for, but he/she is deemed to be suitable for the post, subject to training and attainment of qualifications, such applicant shall be appointed at the starting notch of the appropriate salary level, without any further advancement on the scale, until such applicant complies with the minimum requirement. The promotion of serving employees, who do not comply with the minimum qualifications, shall be dealt with in a similar manner.
- 1.4.15. Regarding the standard of language proficiency required the council's **LANGUAGE POLICY** shall apply.
- 1.4.16. Every applicant for employment must apply on the approved form and must provide all the details required.
- 1.4.17. No person, with the exception of that person referred to in paragraph 1.4.16. Hereunder, may be appointed if he/she does not comply with the prescribed qualifications and other requirements described in the post specifications.
- 1.4.18. A part from the minimum scholastic/ tertiary qualifications prescribed for the post paragraph 1.4.15. Does not apply for appointment in a post identified by the Municipal Manager as a training post.
- 1.4.19. All permanent employee, with the exception of the Municipal Manager, must be appointed on a probation period of six months .If the employee completes Municipal Manager must confirm his/her fixed employment in writing . If on recommendation by the employee's head of department, the Municipal Manager is of the opinion that the employee has not yet proven himself/herself, he could extend the probation period by a maximum of two. Further periods, neither, which may exceed three (3) months. If on recommendation of the employee's head of department, the Municipal Manager deems the employee to be suitable

for continued employment he/she will be dealt with in terms of the chapter dealing with **DISMISSALS**.

NOTE: If the employee is head of department the Municipal Manager refers the matter to the council's executive committee.

- 1.4.20. A transfer shall be affected only when the Municipal Manager is of the opinion that it will be to the benefit of the council and provided the employee agrees with it.
- 1.4.21. When an employee is transferred he/she shall retain his salary and increment date.
- 1.4.22. All appointments shall be done in terms of the council's **POLICY STATEMENT**.
- 1.4.23. Serving staff will receive preference when submitting application for appointment/ promotion provided that such employees meet the requirements of the position applied for.
- 1.4.24. A written offer of employment, clearly detailing the conditions of employment, the service conditions, salary offered, probation period and other relevant details must be made to the successful candidate. On acceptance thereof the responsible person must ensure that all logistical and other arrangement are put into place.
- 1.4.25. After appointment an employee shall follow an induction program. New employee shall receive full remuneration during the induction period. The primary objective of an induction and orientation program is to help the employee to settle into the new job and become a productive member of the team as soon as possible. The main purpose of the retention program is to ensure that newly recruited and serving employees remain on a long –term basis and to reduce staff turnover to an absolute and acceptable cost- beneficial minimum.
- 1.4.26. Whenever an appointment to the permanent staff establishment is made the Municipal Manager shall, within the council's financial means Endeavour to provide (or allow such staff member to attend) training at cost of council to improve the skills of such employee for the effective execution of his/her duties.
- 1.4.27. The conditions of employment excepting those of contracted employees are dealt with in the **CONDITION OF SERVICES**.
- 1.4.28. The trade unions through the Local Labour Forum must be recognized in all processes.

1.5. **APPOINTMENT AUTHORITY :**

Appointments are made as follows:

1.5.1. **PERMANENT STAFF:**

- (a) Heads of Department and other staff (excepting the Municipal Manager's Personal Secretary) reporting directly to the Municipal Manager :**

The council's executive committee or a sub-committee of the executive committee.

NOTE : The contracts of employment of the heads of department will be entered into between the Municipal Manager and the respective heads of department.

- (b) All other permanent staff

THE MUNICIPAL MANAGER

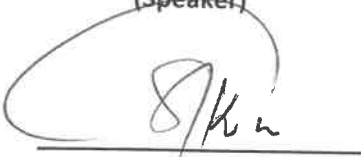
- (c) Casual workers:

- (i) The relevant head of department may, within his budget provisions appoint casual workers in order to fill vacancies caused by the non – attendance of any permanent or contract staff member.
- (ii) The relevant head of department may, within his budget provisions appoint casual workers in the event of an emergency. Such appointments must be reported to the Municipal Manager at the earliest opportunity.



Mr. TL Kunene
(Speaker)

Resolution No: 32/2020 FC



Mr. SL Sokhela
(Accounting Officer)

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