

**MOLEMOLE LOCAL MUNICIPALITY
2019-2020**



**STANDARD OPERATING
PROCEDURE
(RECRUITMENT AND SELECTION)**

1. SCOPE

- 1.1. This procedure applies to all Municipal vacant and funded positions including Interns as per the approved Organizational Structure
- 1.2. This procedure is underpinned by the vision statement of the Municipality which is "A developmental people driven organization that serves its community and its mission which is "To provide essential and sustainable services in an efficient and effective manner

2. PURPOSE

- 2.1. Molemole Municipality is committed to the provision of an efficient and effective recruitment process to ensure right people are placed at the right position
- 2.2. The purpose of this policy is to give systematic guidelines on the implementation of recruitment & selection policy

3. RECRUITMENT AND SELECTION PROCESS

3.1. RECRUITMENT

- 3.1.1. Development of a job specifications aligned to the job advertisement by the Human Resource department in consultation with the relevant Senior Managers
- 3.1.2. Once the Job advert is approved, Human Resource department ascertain the correctness of the task grade and salary for the vacant position.
- 3.1.3. Human Resource department ensure that job advert is in line with the job specifications and clearly state type of employment i.e. Permanent/Fixed term contract.
- 3.1.4. Human Resource development facilitate the advertising through the Supply Chain Department.
- 3.1.5. Job advertisement for bargaining unit positions to be advertised on local newspaper and be valid for 14 working days.
- 3.1.6. Job advertisement for section 56/7 managers positions to be advertised on national newspaper and be valid for 30 working days.
- 3.1.7. Internal job advertisement to be advertised internally and valid for 05 working days.
- 3.1.8. All applications must be stamped and registered on the register books provided at both Mogwadi and Morebeng offices.
- 3.1.9. No applications shall be accepted after the closing date.
- 3.1.10. All applications must be submitted a day after the closing to the Human Resource Department office

3.2. SELECTION

- 3.2.1. The Municipal Manager appoint a selection panel responsible for shortlisting and interviewing bargaining unit vacant position.
- 3.2.2. Senior managers or his/her authorized representative must assume the role of chairperson to chair both shortlisting and interview sessions for vacant positions in their respective department.
- 3.2.3. The recruitment process for section 56 and 57 managers including the appointment will take guidance from the principle set out in the regulations on appointment and conditions of service for Senior Managers.
- 3.2.4. Labour representatives should be invited in both shortlisting and interview sessions to play the role of observing the just, fair and transparent process.
- 3.2.5. Human Resource department will make sure that all necessary forms are completed before commencement of both shortlisting and interview sessions
- 3.2.6. Employment equity targets to be considered during the selection process.
- 3.2.7. Shortlisting must be ring-fenced to applicants who meet minimum requirements as per the job advertisement.
- 3.2.8. The long list of applications has to be narrowed down looking at requisite knowledge, skills and expertise for the maximum of 08 applicants for one position and 16 applicants for more than one position.
- 3.2.9. Interview date to be agreed and arranged after shortlisting is conducted.
- 3.2.10. Human Resource department must ensure that the invitations for shortlisting and interviews are signed and distributed five days before the actual shortlisting and interview date.
- 3.2.11. It is the responsibility of Human Resource department to take minutes for shortlisting and interviews sessions and moreover ensure that minutes are signed by the relevant people.
- 3.2.12. Human Resource department must create a file for the whole process of filling vacant and funded positions.
- 3.2.13. The decision to appoint the successful applicant must be recorded and approved by the Municipal Manager.
- 3.2.14. Human Resource department shall conduct the background checks as well as qualifications verifications.

3.3. EMPLOYMENT OFFER

- 3.3.1. Once the decision to appoint is approved, Human Resource department must draw up an offer of employment detailing the position, task grade, remuneration package and the employment conditions.

- 3.3.2. The offer of employment must be communicated at least two days after the Municipal Manager has approved and signed.
- 3.3.3. Successful applicant shall be given at least seven days to indicate the acceptance or declining of the offer.
- 3.3.4. In case of declining, the panel to reconvene in consultation with the Municipal Manager and decide whether to appoint the second best applicant or restart the whole process.
- 3.3.5. In the case of acceptance Human Resource department to prepare necessary documents required to be signed when the successful applicant resumes his/her new position.
- 3.3.6. The successful applicant must report to Human Resource Department office on his/her first day of employment for the following reasons: Signing of relevant documentations, induction and proper handover to the relevant line managers.
- 3.3.7. Human Resource department will facilitate the official welcoming of the successful candidate

4. RESPONSIBILITY

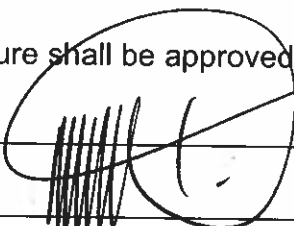
- 4.1. It is the responsibility of all stakeholders to observe the standard operating procedure.
- 4.2. Human Resource Department shall take full responsibility of facilitating the recruitment and selection process.

5. IMPLEMENTATION

- 5.1. The standard operating procedure shall come into operation after it has been approved by the Council of the Municipality
- 5.2. The standard operating procedure shall be reviewed annually.

6. APPROVAL

- 6.1. The standard operating procedure shall be approved through a Council resolution

Signature:	
Initials and Surname:	GIRE M.E. PAYA
Designation:	MAYOR
Council Resolution Number:	06/7.5/29/05/19
Council Date:	29/05/2019