



Molemole Municipality

# **STAFF PROVISIONING POLICY & RECRUITMENT POLICY**

# **STAFF PROVISIONING POLICY & RECRUITMENT POLICY**

## **LEGISLATIVE PERSPECTIVE**

The staff provisioning policy is in accordance with the spirit of the constitution of South Africa, Act 198 of 1996 and Labour Relations Act, No 66 of 1995. It gives effect to the obligation placed on the Molemole municipality regarding the Employment Equity Act, No.55 Of 1998 and strives to ensure accountable, transparent and fair labour practices. The definitions of these Acts are mutatis mutandis applicable to similar concepts this policy.

The provisions for this policy should strive to be in line with the Local Government: guidelines for the implementation of the municipal staff regulations, Gazette 45181 of 20 September 2021

### **1. ROLE PLAYERS**

The role players within the field of the personnel provisioning process are as follows:

#### **1.1 ADMINISTRATION**

The executive political functionaries of the municipality must ensure compliance with government policies, e.g. Employment Equity Act No. 55 of 1998 and other applicable legislation by formulating internal policies and monitoring the implementation of such policies.

#### **1.2 MUNICIPAL MANAGER**

The municipal Manager is the accounting head of the municipality and is responsible for the effective and efficient management and administration of the municipality.

He/she may delegates any power conferred upon the municipal manager's office to heads of departments provided such delegation is done within the framework of council policies.

In relation to the staff provisioning & recruitment policy the municipal manager is responsible for the establishment of an administrative organizational structure, budgeting for positions, prioritization & approval of positions to be filled, establishment of recruitment structures / committees, systems / processes and appointment of staff.

#### **1.3 LOCAL LABOUR FORUM**

The Local Labour Forum serves as consultation structures of parties at local level regarding recommendations to council on staff establishment / organizational

structure, review of staff provisioning & recruitment policy, procedure and ensures compliance to policy.

#### **1.4 CORPORATE SERVICES DEPARTMENT**

The Corporate Service Department is responsible for the implementation of fair and legitimate labour practices.

The department fulfills the functional role of advising the Labour Forum Committee regarding any steps necessary to ensure compliance with applicable legislation.

This includes compilation of documentation to implement such steps and submission to the Labour Forum. Its operational role is to render assistance and monitor on behalf of the Labour Forum, the implementation of approved policies, procedures and practices.

The department is responsible for coordinating the entire recruitment process including generation and placement of advertisements, receipt and administration of applications, coordinate and support short listing and interview processes, facilitate appointments, engagement and inductions. Line managers responsible must check the advert and verify if it has captured all their requirements before it goes out to the newspaper and the municipal website

#### **1.5 DEPARTMENTAL HEADS**

To execute their managerial responsibilities, the heads of departments must

- Implement and update the job analysis of each position in the municipality as the basic premise document on which any other related procedures will be based.
- Uphold the practices and procedures established in this policy.
- Provide the Corporate Services Department with full cooperation regarding any steps to be taken by the latter in accordance with its functional and operational responsibilities to implement this policy.

## **2. NEW POSITIONS**

- 2.1. All motivations for the creation of new posts shall be substantiated, budgeted for and included on the approved organizational structure.
- 2.2. New positions whose need arises during the course of the financial year not included on the approved organizational structure and budget which in the view

of the accounting officer are critical for filling immediately will be filled after submission and approval of council.

### **3. PROCEDURE FOR FILLING VACANT POSTS**

3.1. When a post becomes vacant it will not be automatically filled. Any request for filling a vacant post must be fully motivated by the relevant departmental head to the Municipal Manager who will either approve or disapprove the filling of such a vacancy.

### **4. ADVERTISING OF VACANT POSTS**

4.1. The content of advertisements will be based on the job requirements and person specification that have been objectively laid down in the screening criteria of the job analysis / job content / job description.

4.2. A policy on recruitment will be followed if so suitably qualified applicants can be found internally following advertisements placed in representative newspapers and any other relevant advertising medium as decided to by the municipal manager or guided by the policy.

4.3. Some positions may for promotional considerations be advertised internally if it is believed that competent candidates may be found internally to fill the vacancies.

4.4. The Municipal manager is responsible for determining the appropriateness of the advertising media to be used. National newspapers shall be utilized for section 56 & 57 employees and for post level 2 downwards provincial; district or local media will be used depending on the specific needs and situation of a particular department.

4.5. Advertisements will be worded in a manner inviting all sectors of the population to apply but will also indicate the Municipality's commitment to equal employment opportunities and use the appropriate media to attract suitably qualified members of underrepresented groups.

4.6. Advertising and recruitment agencies may be used to advertise posts, use of agencies is limited to section 56& 57 position.

4.7. If a recruitment agency used or preferred for advertising and filling of vacancies the recruitment process must be conducted in accordance with the municipality's staff provisioning policy.

- 4.8. All applications for vacancies will be received and captured by the Corporate Services Department. Applications must be submitted using application form / application letter plus curriculum vitae, copies of qualifications and identification. In special cases of external recruitment, a candidate's Curriculum Vitae with references and certified copies of relevant qualification shall be accepted.
- 4.9. Depending on the extent of advertising and the media used, a reasonable closing date for application will be determined.
- 4.10. The corporate Services Department in consultation with the municipal manager will determine the closing dates for applications, which will be strictly adhered to.
- 4.11. Closing date for bargaining unit positions will be at least 14 working days whilst 30 calendar days shall apply to positions of municipal managers and managers directly accountable to municipal manager as per sections 56 & 57 of Local Municipal System Act.
- 4.12. In an event where internal candidates qualify for position within the organizational structure, internal candidates will be considered for the application of the positions placed on the external advert.
- 4.13. The period for handling job applications for the vacant and funded position will be six (6) months.

## **5. SCREENING PROCEDURES**

- 5.1 The municipal manager will establish a screening or short-listing panel for each advertised vacancy, the composition thereof must make reasonable representation of the department where the position is placed, diverse knowledge / skills and competencies of the panel and representativity.
- 5.2 Selection criteria must be based on the inherent requirements of the job. Any qualification and/ or condition, restricting a person or persons from a non disadvantaged group must be clearly substantiated as an inherent requirement of the job before application thereof is justified.
- 5.3 Qualification of applicants as well as prior learning and experience relevant to the position must be considered. Where applicable and practical, the learning potential to acquire skills and knowledge of the position within a reasonable period must be afforded significant relevance.

5.4 Non-job related qualifications higher than the necessary qualification, linguistic abilities or length of service will not be used to justify selection of any person over any other person.

5.5 Applications that compares favorably with selection criteria will be shortlisted.

5.6 The use of Cellphones will not be permitted during the shortlisting and interview sessions.

5.7 The panel members will be provided with a mobile drop box to deposit their Cellphones before the commencement of both shortlisting and interview sessions.

## **6. VERIFICATION OF REFERENCES**

6.1 The manager responsible for human resources or the staff member to whom this function is delegated must conduct the screening of the shortlisted candidates in compliance with applicable regulation.

6.2 The results of the screening process must be captured in writing for each shortlisted candidate and submitted to the selection panel.

6.3 Verification of reference must be done in a structured and orderly manner or through documentation offered by the service of verification.

6.4 Verification will cover at minimum matric, post matric qualifications and employment history.

6.5 Additional compulsory verifications may be made for section 56 & 57 certain levels and types of employment for checks such as security & criminal record checks, financial / credit record checks, Disciplinary records and any relevant checks may be prescribed depending on the nature of the job.

6.6 All candidates must provide concern for verification process, only shortlisted candidates or candidates recommended for appointment may be verified.

6.7 Any candidate who object or refuse to subject himself or herself to a verification process will not be considered for appointment.

## **7. INTERVIEW**

7.1 Interview panel will be used to interview applicants. The interview panel will be composed as follows:

- (a) the redetermination of boundaries of a municipality;
- (b) the elections of a new council of a municipality;
- (c) the adoption of a new five-year integrated development plan of a municipality;
- or
- (d) any material changes to the powers and functions of a municipality.

#### **10. LETTERS OF APPOINTMENT**

10.1 Letters of appointment will be drafted by the Corporate Services Department for the attention and signature of the Municipal Manager as the Accounting Officer

#### **11. SALARY DETERMINATION –STAFF APPOINTMENTS**

The salaries at which candidates will be appointed will be determined as follows:

11.1 As a rule the commencing notch of a salary scale will apply.

#### **12 SECONDMENTS TO A VACANT POSITION**

If an employee is seconded to another position, it implies that the employee seconded takes up the duties attached to the new role and his or her previous position shall be deemed to be vacant

#### **13. ACTING IN A HIGHER POSITION**

- Acting in higher position will be in line with the provision of the Staff regulation
- An employee is deemed to be acting in a higher post when he/she has been authorized by the municipal manager or line manager to act.
- An employee who acts in higher posts is still responsible to carry out his or her duties together with the acting roles.

### **13.1 ACTING AS MUNICIPAL MANAGER**

- The municipal manager in consultation with the mayor and the speaker may appoint an employee to act as municipal manager during the absence of the municipal manager.
- The Municipal Manager may authorize the payment of an acting allowance to an employee who acts as the Municipal Manager during the absence of the municipal manager
- The acting allowance payable is calculated as a difference in salary package of one employee acting as Municipal Manager and the salary package of the Municipal Manager.

### **13.2 ACTING AS MANAGER OF A DEPARTMENT**

- The municipal manager may appoint an employee to act as Manager of a Department during the absence of the departmental manager.
- The municipal Manager may authorize the payment of acting allowance to an employee who acts as manager of Department during the absence of the Departmental Manager.
- An acting allowance is only payable to an employee who acts as Manager of Department for a minimum of ten working days.
- An acting allowance for manager directly accountable to the senior manager who is appointed to act on an equivalent position of the manager directly accountable to the municipal Manager shall be 10% of the basic salary relevant to the manager and this will only apply for acting capacity for a period of full month.
- The acting allowance of a person acting for longer than a month will be determined by the council.

### **13.3 ACTING IN OTHER POSTS**

- The departmental Manager may appoint a person to act on a high post, as and when deemed necessary.
- The departmental Manager may authorize the payment of acting allowance to a person acting in a higher post.
- The acting allowance is only payable when an employee acts in a higher post for a minimum ten consecutive working days in a month.
- If an employee by resolution of the council, acts in a higher post for a period of not less than 10 consecutive working days, an Acting allowance equal to the difference between his salary and the

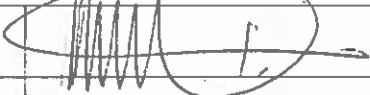
minimum notch of the salary pertaining to the post in which he/she is acting shall be paid to such employee in addition to his/her salary for the period during which he/she is acting.

**14. TEMPORARY EMPLOYMENT**

- 14.1 The use of non-permanent employment will be limited to a period not exceeding six months.
- 14.2 Recruitment for casual/temporary employees shall be from a pool of registered job seekers who supplied/furnished municipality with CV and shall be randomly selected based on area of needs.

**15. POLICY REVIEW.**

- 15.1 The policy shall be reviewed annually and as when it becomes necessary to do so.

<b>Signature:</b>	
<b>Initials and Surname:</b>	M.E Paya
<b>Designation:</b>	Mayor
<b>Council Resolution Number:</b>	01/30/03/2026/3.4.3
<b>Council Date:</b>	30/03/2026