

REF: 2/7/2/1/4

POLICY NO 4 OF 2004

RECRUITMENT POLICY

1. INTRODUCTION

The department of Public Works is committed to recruit, attract and retain the right calibre of people to meet the department's objectives.

The recruitment and selection process will not discriminate against any person on the basis of race, gender, disability, pregnancy, nationality, ethnicity, color, religion, age and HIV/AIDS status.

PURPOSE

- To ensure that through sound practices, the department of Public Works is able to attract and retain high calibre people.
- To ensure that the recruitment and selection process is carried out in a manner which shows that the appointment of people is both procedurally and substantively fair and correct in accordance with the departments values and the South African legislations.
- To ensure that the department's aim to normalize the work place through it's commitment to equity is achieved through good Recruitment and Selection process.

SCOPE

This policy applies to all employees of the department of Public Works and all to applicants for employment.

GENERAL

- Every manager is responsible for the effective staffing of the organizational structure. Managers also have the responsibility of ensuring that development and growth of their employees occurs in line with the principles of the Skills Development Act and Batho Pele ...
- It is the responsibility of the Recruiting Manager to ensure that the conditions relating to the Labour Relations Act, Employment Equity Act, Basic Conditions of Employment and any other relevant legislation pertaining to the recruitment, are followed.

2. ORGANIZATIONAL REVIEW

POLICY STATEMENT

Before the recruitment and Selection process can begin, an organizational review may have to be conducted.

PURPOSE

The purpose of an organizational review is:

- To evaluate the current status of the team/component's structure
- To look at team effectiveness
- To determine whether a position needs to be filled/replaced or not.
- To review the productivity of the team(s)
- To determine whether there is a need to change an existing structure
- To clarify the roles and responsibilities of the team members

3. JOB EVALUATION

POLICY STATEMENT

The recruiting manager must ensure that the vacant position has been properly evaluated.

PURPOSE

To establish the relative value of positions in a manner which is objective and ensures internal equity and external compatibility.

4. ADVERTISING

4.1 INTERNAL ADVERTISEMENT

All vacancies up to Manager (Level 12) must be advertised internally first, unless the position is strategic or falls in a predetermined category , where approval not to advertise internally needs to be obtained from the Head of Department. All senior management positions will be advertised externally in the open market as well as in the Public Service.

4.2 EXTERNAL ADVERTISEMENT

POLICY STATEMENT

Should no suitable internal applicant be available, external recruitment may commence. All SMS positions will be advertised externally(Nation wide).

5. SCREENING

POLICY STATEMENT

Screening of applications prior to interviewing must be done. Screening must be conducted in such a way that the same screening criteria are used in a consistent manner and that they depict the inherent requirements of the job.

PURPOSE

- To clearly establish a number of characteristics which applicants must have in order to perform a job at the appropriate level of acceptability.
- To reduce large numbers of applications down to a manageable number using consistent, fair and equitable criteria.

6. SHORTLIST

POLICY STATEMENT

A shortlist of the top candidates being considered must be compiled and final interviews of the applicants will be arranged.

7. THE INTERVIEW

POLICY STATEMENT

Structured interviews must be conducted to assess the individual's suitability for a position. The interview arrangements will depend on the procedures being used, namely, individual interviews or panel interviews.

Similar procedures and guidelines for interviews will be applicable to both posts advertised internally and externally.

8. REFERENCE CHECK

POLICY STATEMENT

No individual will be appointed to Department of Public Works without an appropriate reference check.

PURPOSE

The purpose of a reference check is to obtain factual information about prospective applicant and his/her suitability in a particular position. This additional information is used to verify information collected during the recruitment process.

9. SECURITY CLEARANCE

Candidates for certain positions that deal with sensitive information, which needs to be protected in the interest of the security of the State, may be subjected to security clearance.

Where the security clearance is a requirement for a position, it should be stated clearly in the advertisement.

Security clearance will be done for all positions in Human Resources, Finance, Risk Management, and Senior Management.

10. OFFER OF EMPLOYMENT

POLICY STATEMENT

Following the final selection decision based on input from the interview, reference checks and interviews, an offer of appointment can be formulated.

11. EMPLOYMENT CONTRACT

POLICY STATEMENT

The Human Resource strategy will determine the contractual capacity in which staff is to be employed. There will be various types of contracts depending on the conditions dictating the employment of certain resources. The contracts are as follows:

- **Continuous employment contract**
- **Fixed term employment contract**
- **Temporary employment contract**
- **Part time employment contract**

NB Check procedures for more details.

12 APPOINTMENT

POLICY STATEMENT

All employees have a contractual relationship with the Department and the manner in which the appointment/transfer is made must be reflected in writing.

PURPOSE

To ensure that the department has a formal contract with all employees detailing the contractual relationship between the department and the employee. This contract is in a form of a letter of appointment followed by a comprehensive contract, which all employees sign, on assumption of duty.

13. INDUCTION

POLICY STATEMENT

All new employees must have a formal induction into Department of Public Works.

14. RECRUITMENT ADMINISTRATION

POLICY STATEMENT

The Department of Public Works requires that all documents pertaining to the recruitment of an individual must be kept for 36 months, where-after proper archiving procedures must be followed. The Recruiting Manager and the HR Practitioner involved are responsible for maintaining all recruitment records pertaining to positions filled.

GUIDELINES

Administration. All administration documents must be kept for 36 months where-after proper archiving procedures must be followed. Therefore, it is suggested that HR be consulted regarding the administrative requirements.

15. EXIT INTERVIEW

POLICY STATEMENT

An Exit Interview must be conducted whenever an individual leaves a position through resignation and transfer.

PURPOSE

The purpose of an Exit Interview is to;

- Evaluate and identify requirements for the replacement
- Ascertain the reasons for resignation
- Review the competency standards for the position
- Provide input for the completion of the Job Evaluation and Recruitment Specifications
- Ascertain how the individual feels about the department

16. POLICY REVIEW

Policy will be reviewed annually and as and when necessary.

HEAD OF DEPARTMENT

DATE