



kzn education

Department:
Education
KWAZULU-NATAL

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Datum:

**TO: SENIOR GENERAL MANAGERS
GENERAL MANAGERS AND MANAGERS
SUPERINTENDENTS OF EDUCATION: MANAGEMENT (SEMs)
HEADS OF EDUCATIONAL INSTITUTIONS/COMPONENTS/SECTIONS**

HRM CIRCULAR No.62 OF 2010

IMPLEMENTATION OF THE POLICY ON RECRUITMENT AND SELECTION OF PUBLIC SERVICE EMPLOYEES

1. The enclosed Policy on Recruitment and Selection of Public Service Employees has been approved for implementation within the Department.
2. All Heads of Offices/Directorates/Institutions are required to ensure that relevant recruitment and selection processes as contained in the Policy are adhered to.
3. The contents of this circular must be brought to the attention of all employees.

R. CASSIUS LUBISI, PhD
SUPERINTENDENT-GENERAL

DATE: 10/10/2010

...dedicated to service and performance
beyond the call of duty.

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KWAZULU-NATAL DEPARTMENT OF EDUCATION

POLICY ON THE RECRUITMENT AND SELECTION OF PUBLIC SERVICE EMPLOYEES

1. INTRODUCTION

The transformational imperatives, as dictated by the Constitution of South Africa and the Employment Equity Act makes it mandatory for the KZN Department of Education to introduce strategies and measures that would achieve a diverse workforce based on the principles of objectivity, fairness, and equity. These strategies would endeavour to recruit employees who are in possession of the requisite knowledge, skills, attributes and competencies to achieve its strategic objectives.

2. PURPOSE

The purpose of this policy is to provide strategic measures and procedures for the recruitment and selection of personnel in the filling of posts created in terms of the Public Service Act, 1994 (Act 103 of 1994), as amended.

3. SCOPE OF APPLICABILITY

This policy document applies to the filling of posts in either a permanent, temporary or fixed term contract on Salary Levels 1-12 (below Senior Management Services) created in terms of the Public Service Act, 1994 (103 of 1994), as amended. In respect of SMS (Salary Levels 13 and above), provisions contained in the SMS Handbook are applicable.

4. AUTHORISATION

The mandate for this Policy is found in the following prescripts and Policy Documents:

- Public Service Act, 1994 (Proclamation 103 of 1994), as amended
- Public Service Regulations, 2001 as amended
- Employment Equity Act, 1998 (Act 55 of 1998)
- Public Finance Management Act, 1999 (Act 1 of 1999)
- Labour Relations Act, 1995 (Act 66 of 1995)
- South African Constitution, 1996 (Act 108 of 1996)
- Basic Conditions of Employment Act, 1997 (Act 75 of 1997)
- The Affirmative Action Policy (2002)
- PSCBC Resolution No.1 of 2007
- National Vetting Strategy
- Skills Development Act, 1998 (Act 97 of 1998)
- Promotion of Administration Justice Act, 2000 (Act 3 of 2000)
- Promotion of Access to Information Act, 2000 (Act 2 of 2000)
- Provincial Policy Framework on Recruitment and Selection issued by KZN Provincial Administration
- South African Schools Act, 1996 (Act 84 of 1996), as amended

5. ELIGIBILITY FOR APPOINTMENT

- 5.1 In terms of the applicable Legislation, no person shall be appointed permanently whether on probation or not to any post on the establishment of the Department unless he/she:-
- (a) is a South African Citizen or a permanent resident;
 - (b) is a fit and proper person; and
 - (c) is older than 16 and younger than 65 years of age.
- 5.2 The applicable Legislation further provides that in the making of any appointment:-
- (a) all persons who applied and qualify for the appointment concerned shall be considered ; and
 - (b) the evaluation of persons shall be based on training, skills, competence, knowledge and the need to redress, in accordance with the Employment Equity Act, 1998 (Act No. 55 of 1998), the imbalances of the past to achieve a public service broadly representative of the South African people, including representation according to race, gender and disability.
- 5.3 Former employees may be eligible for employment in accordance with prescribed stipulations as set out in this Policy.

6. PLACEMENT OF EXISTING PERSONNEL

- 6.1 With due regard to the legislative prescripts, the Executive Authority or his/her delegate may:
- (a) Absorb an employee who was appointed in terms of the Affirmative Action Policy, provided that he/ she meets the requirements of the posts;
 - (b) Fill a post as part of its practice of laterally rotating or transferring employees to enhance organizational effectiveness and skills;
 - (c) Absorb supernumerary and/ or excess personnel of equal grading into existing vacant positions.
- 6.2 For the purpose of applying the measures referred to in paragraph 6.1 above, the Department may advertise vacancies internally and limit applications to qualifying personnel within the Department thereafter the normal selection process will apply.

7. JOB EVALUATION

All newly created posts as well as vacant existing posts at Salary Level 9 and above must be subjected to Job Evaluation before being advertised. Post(s) that have already been evaluated in the twelve months period preceding the date of the advertisement need not be re-evaluated. However, posts of Assistant Manager and Deputy Manager must be advertised on Salary Level 9 and 11 respectively, irrespective of whether the posts were evaluated at 10 or 12.

8. METHODS OF RECRUITMENT

8.1 Recruitment Agencies

This method may be used for one or more of the following purposes:

- (a) to design a job profile and required competencies for identified vacancies and in respect of which no internal knowledge and capacity exists;
- (b) filling of specialized positions;
- (c) all response handling;
- (d) to undertake competency testing in which the consultant or agency must be knowledgeable in the specialized field.

8.2 Skills search (head hunting)

The method may be utilized to seek and entice suitably qualified candidates to make an application within the normal acceptable legal transparent framework by making them aware of an existing publicly advertised vacancy. This does not translate to an "entitlement" to the position and must be done in conjunction with the normal advertising of vacancies. In this way, all applicants must contest equally for the post/s.

8.3 Employee Referrals

This method should only be applied in conjunction with the advertising procedure and in terms of which serving employees should be encouraged to communicate information regarding the existence of vacancies to acquaintances to create awareness. It must, however, be ensured that all applicants contest equally for the advertised post/s.

8.4 Disability Agencies/Institutions

Relationships with Disability Agencies should be established to heighten awareness in respect of advertised posts with a view to recruiting persons with disabilities.

9. ADVERTISING OF POSTS

9.1 Except posts which are to be advertised in terms of paragraph 6 above, all vacant posts will be advertised within the Department by way of a circular as a minimum requirement.

9.2 In addition to the above, vacant posts will be advertised as follows:

- (a) in the National and Provincial Newspapers in respect of SMS posts;
- (b) in the Provincial Newspapers in respect of posts on Salary Levels 7-12;

(c) by way of an appropriate "Advertisement Notice" displayed at the entrance of the Office/Institution where the vacancy exists and other prominent Public Areas for example Local Post Office or Municipality within close proximity of that Office/Institution in respect of posts on Salary Levels 1-6.

9.3 It must be ensured that the National and Provincial Newspapers used to advertise vacant posts would allow accessibility to all potential applicants taking into consideration the diversity of languages and cultures.

9.4 It must be ensured that there is consistency of advertisements of similar posts for different offices.

9.5 Posts on salary levels 7 and above are not regarded as entry level posts and, as such, the advertisement must clearly indicate the minimum years of relevant experience and qualification. The recommendation in respect of experience and the required qualification for similar posts at different offices must be the same.

9.6 All advertisements must clearly specify:

- (a) The inherent requirements of the job;
- (b) The relevant qualifications, the Job Title and Key Performance Areas as identified in the job evaluation process;
- (c) The closing date for applications, which must be at least 10 working days from the date of advertisement;
- (d) The contact person and contact numbers to whom enquiries can be addressed;
- (e) That the Department is an Affirmative Action, equal opportunity employer, and that all posts will be filled with the intention of achieving the numerical goals of the Department as set out in the Employment Equity Plan;
- (f) That short-listed candidate may be subjected to a competency test;
- (g) Details regarding salary or salary packages;
- (h) Period of employment in respect of short contracts;
- (i) That prospective candidates shall be subjected to Personnel Suitability Checks (PSC);
- (j) That, if no response is received within 6 months, applicants must consider their applications as unsuccessful.

9.7 The following directives shall be included in all advertisements.

- (a) All copies of documents must be a first photocopy of an original document and bear an original certification stamp.

