

## CHAPTER 2

# RECRUITMENT, SELECTION, APPOINTMENT ,PROMOTION AND TRANSFER OF PERSONNEL

### **INTRODUCTION:**

The aim recruitment, selection, appointment, promotion and transfer process is to attract, obtain and retain and retain people with required competencies in order to satisfy the manpower needs of the council in cost – 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 council’s policy in respect of the recruitment, selection, appointment, promotion and transfer of personnel.

### **POLICY STATEMENT**

The council subscribes to philosophy that the constituents of this municipality must be served by municipal officials who are component, 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 requirement contained in the constitution and other legislation and, in so doing provide the resident with the quality services 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 recognises the fact that a staff component who meet 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 conditions within which such a staff corp can be established and be allowed to grow. The council therefore 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 conditions.

The council therefore 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 area of the council.

The council therefore 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 the mind the imbalances of the past and also at the same time promoting the appointments and promotion of person from previously disadvantaged group in terms of its Employment Equity Plan. In this regard council recognises 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 result of any one of, or any combination of that person's:*

- a) Formal qualification,*
- b) Prior learning*
- c) Relevant experience*
- 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 ideals 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 appoint in specifically selected post 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 advantage 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 recognises the valuable role the trade union and the local labour forum has to play in the entire process and 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 local labour forum.

## **AUTHORITIES**

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

The council recognises that in terms of section 55 (1)(e) of the aforesaid Municipal Systems Act, and subject to the content 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 the described in the part **POLICY STATEMENT**, as well as the content 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 dependent on the council's human resource requirement as identified on its Organigram and human resource plans. Internal sources of recruitment should be considered, if at all possible , since it is cost effective and serves as a motivation for existing employees.

#### **1.2 ADVERTISING:**

All vacancies on the permanent staff establishment shall be advertised as follow:

1.2.1. For one week to all serving staff . However, if the Municipal Manager is of the opinion that none of the 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 advertisements must be place as follow :

a) In English and isiZulu on all municipal notice boards.

b) In English and isiZulu in local newspaper in Greytown and Dundee

1.2.3. If the effort described in paragraph 1.2.2. did not produce the desired result the same advertisement 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 exist, the Director of Corporate Services, is responsible for all advertisements.

### **1.3 ADMINISTRATION:**

1.3.1. The HR manager or, if none is in place, the Director of Corporate Services, (hereinafter referred to as the responsible official) is responsible for the administration of all actions 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. The He/she must record all information so gleaned and affix the information sheet to the appropriate application. 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 short listed applicant.

1.3.6. The Municipal Manager may decide on the composition of the appointment panel of which he/ she is the chairperson. The trade unions must be represented, but may not actively participate in the interview and selection process. They are there to satisfy themselves that the process is fair and transparent. Obviously, any problems they may be discussed at 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 the local labour forum.

**NOTE:** The above procedure applies to the appointment/ promotions of staff who do not report directly to the Municipal Manager. 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 full voting member. (Paragraph 1.3.2 and onwards)

Also here the union and the local labour forum has role to play,

