



## **GREATER GIYANI MUNICIPALITY**

Tel : 015 811 5500  
Fax : 015 812 2068  
Web : <http://www.greatergiyani.gov.za>

P/Bag X 9559  
Giyani  
0826

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# **Greater Giyani Recruitment Policy**

Council Resolution No: CR164-17/05/2024SP

### **Object**

To provide the right quality of employees to the Greater Giyani Municipality to achieve its intended purpose of providing efficient and effective services to the community in terms of its mandate.

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### 1. DEFINITIONS

In this policy unless the context indicates otherwise-

**“competency”** means the skills, knowledge, experience, and qualifications that are required to perform a job effectively,

**“Employment Equity Act”** means the Employment Equity Act, 1998 (Act No. 55 of 1998),

**“Constitution”** means the Constitution of the Republic of South Africa, 1996,

**“financial year”** means the financial year of a municipality as prescribed in terms of the Municipal Finance management Act, 56 of 2003

**“grievance”** means any dissatisfaction, perceived or otherwise, on the municipality’s employment practices,

**“job”** means the basic duties, functions, tasks, competency requirements and responsibilities according to which are or more posts of the same grade are established.

**“National Achieve and Record Service South Africa Act”** means the National Achieve and Record Service South Africa Act, 1996 (Act No. 43 of 1996),

**“post”** means a position to which a person is appointed on the approved staff establishment for which financial year provision exists,

**“salary scale”** means the minimum and maximum salary that may be payable for the job level,

**“senior manager”** means a municipal manager or acting municipal manager, appointed in terms of section 54A of the Municipal Systems Act, and a manager or acting manager directly accountable to a municipal manager appointed in term of section 56 of the Municipal Systems Act,

**“staff establishment”** means the approved jobs and number of posts created for the normal and regular requirements of a municipality, also referred to as the organisational structure or organogram,

**“staff member”** means employee of a municipality, but excludes senior managers,

**“trade union”** means the trade unions recognised within the bargaining council established for municipality nationally.

**“supervisor”** means a staff member’s line manager, and

**“working days”** means days upon which a staff member ordinary works.

## 2. PREAMBLE

Whereas the municipality wishes to provide highly motivated employees;  
And

Whereas to ensure that the municipality acquires productive and effective employees;

And

Whereas the municipality ensure there is low rate of labour turnover;

And

Whereas to ensure there is a low rate of disciplinary and grievance procedures;

And

Whereas to ensure there is low rate of complaints from clients and general public;

And

Whereas there is increased employment and entrepreneurs in the Limpopo Province;

This policy provides guidelines, norms and standards on the implementation of the recruitment process of human resources within the Greater Giyani Council.

### **3. OBJECTIVES OF THE POLICY**

To provide the right quality of employees to the Greater Giyani Municipality in order for the Municipality to achieve its intended purpose of providing efficient and effective services to the community in terms of its mandate.

### **4. POLICY APPLICATION**

- (a) The policy applies to affected council employees and prospective employees of the Greater Giyani Municipality; and
- (b) Any employee and prospective employee who feel aggrieved by the application of the policy may submit his/her grievance in terms of the grievance procedure (SALGBC) as well as the Labour Relations Act, 108 of 1995.

### **5. LEGISLATIVE FRAMEWORK**

- (1) The responsibility for the appointment of personnel other than those provided for in Section 54A and 56 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) (MSA), rests with the Municipal Manager or his/her delegated assignee(s) in terms of section 55(1)(e) of the MSA.
- (2) In terms of Section 56 of the MSA, the Municipal Council after consultation with the municipal manager appoints a manager directly accountable to the municipal manager.

### **6. RECRUITMENT, SELECTION AND APPOINTMENT OF A STAFF MEMBER**

- (1) The recruitment, selection, and appointment of a staff member to a post on the staff establishment must—
  - (a) Comply with the requirements of the municipality's employment equity policy and plan: Provided that if a municipality is unable to adhere to the employment equity plan due to specialised scarce skills required for a specific post, the municipality must record reasons for deviation from the policy;
  - (b) Use objective competencies specified in the Regulations; and
  - (c) Be filled through advertising in accordance with regulation 14.

## **7. DETERMINATION OF RECRUITMENT NEEDS**

- (1) The municipality must—
  - (a) Develop a strategy to—
    - (i) Fill funded vacancies; and
    - (ii) Reduce turnaround times for filling of approved vacant funded posts;
  - (b) Fill all funded vacant posts on the staff establishment within six months of a funded post becoming vacant.
  - (c) At all times have the capacity and capability to perform its functions.
  - (d) The strategy must include timeframes for the various activities included in the recruitment and selection processes.
- (2) A vacant post on the staff establishment may not be filled unless—
  - (a) Approval has been granted to fill the post; and
  - (b) The post is budgeted for.
- (3) Deviation may be granted on the following grounds:
  - (a) Budget cut requiring prioritization of personnel expenditure;
  - (b) Impending re-structuring exercise; and
  - (c) Alternative staffing solutions are adopted.

## **8. GENERAL REQUIREMENTS FOR APPOINTMENT OF STAFF**

Only SA citizen or foreign national with a valid work permit who meet the relevant competencies, qualifications and experience may be employed in the municipality.

## **9. COMPETENCY REQUIREMENTS FOR STAFF**

- (1) A staff member must, where applicable –
  - (a) Have the necessary competencies; and
  - (b) Comply with the minimum requirements for education qualifications, work experience and knowledge of the post.
- (2) A staff member who was appointed before these Regulations came into effect and who does not meet the minimum competency requirements of the relevant post as prescribed, shall be deemed to be meeting the requirements of the post.
- (3) The municipality must utilize the workplace skills plan to identify and address the staff member's competency gaps and development needs.

## **10. ADVERTISING OF VACANT POST**

- (1) The municipality must advertise a post after the approval has been obtained
  - (2) Prior to recruitment or advertising a vacant post, the relevant delegated authority, in consultation with Human Resources, should ascertain whether the job description and job specification should be adapted in response to any change in inherent and competency requirements. If any changes are necessary, the proper procedure that may include the involvement of job evaluation should be followed.
  - (3) The job description and job specifications referred to in par. 10.(2) should form the basis of an advertisement. The advertisement shall, at least, specify the –
    - (a) Job title;
    - (b) Term of appointment;
    - (c) Place of work;
    - (d) Applicable salary scale or pay range;
    - (e) Competency requirements of the post, and where applicable the minimum qualifications and experience as set out in Annexure A;
    - (f) Inherent requirements of the job;
    - (g) Summary of the core functions;
    - (h) Need for signing an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest;
    - (i) Address where applications must be sent;
    - (j) Place where applicants can obtain the application form;
    - (k) Contact person;
    - (l) Where necessary, the need to undergo screening and vetting; and
    - (m) Closing date for submission of applications.
- 
- (1) The municipality shall first advertise positions between level 4 and 12 to internal employees inclusive of internal Interns within seven(07) days.
  - (2) An advertisement may be utilised to create a pool of potential candidates valid for a period not exceeding six months from the date of advertisement to fill any other vacancy in the relevant municipality if—
    - (a) The job title, core functions, inherent requirements of the job and the salary level of the other vacancy is the same as the post advertised; and
    - (b) The recruitment process contemplated in this policy has been complied with.

## **11. APPLICATION FOR VACANT POST**

- (1) An application for a vacant post must be made on the municipal form for application of employment.
- (2) An applicant for a post must disclose—
  - (a) His / her qualifications and experience;

- (b) His / her contactable references;
  - (c) His / her registration with a relevant professional body, if applicable;
  - (d) Full details of any dismissal for misconduct or substandard performance; and
  - (e) Any disciplinary actions, whether pending or finalised, instituted against the applicant in his or her current or previous employment.
- (3) Any misrepresentation or failure to disclose material information and the application form, is a breach of the Code of Conduct for Municipal Staff.
- (4) The municipality must maintain a record of all applications received and shall be disposed of in terms of the National Archives and Record Service of South Africa Act, 1996.
- (5) The record must contain—
- (a) The applicants' biographical details and contact information;
  - (b) The details of the post for which the applicants were applying;
  - (c) The applicants' qualifications; and
  - (d) Any other requirements outlined in the application form.

## **12. SELECTION PANEL**

- (1) The municipal manager or his/her delegate must appoint a selection panel for each of the advertised post to recommend the appointment of a suitable person to the vacant post.
- (2) The selection panel must comprise of at least 3 - 5 members.
- (3) The chairperson of the panel must be the supervisor, or a staff member employed at least one job grade higher than that of the advertised post.
- (4) The composition of the selection panel, must have regard to the following considerations:-
- (a) The nature of the post;
  - (b) The gender and race balance of the panel; and
  - (c) The skills, expertise, experience, and availability of the persons to be involved.
- (5) A member of a selection panel must—
- (a) Disclose any interest or relationship with shortlisted candidates during the short-listing process;
  - (b) Recuse himself or herself from the selection panel if—
    - (i) His or her spouse, partner, close family member or close friend has been shortlisted for the post;

- (ii) The panel member has a *de facto* relationship or some form of indebtedness to a shortlisted candidate or vice versa; or any other conflict of interest; and
- (6) Sign a declaration of confidentiality to avert the disclosure of information to unauthorised persons.
- (7) Recognised trade union representative is allowed to attend interviews as an observer, he or she must sign the declaration of confidentiality to prevent the disclosure of information to unauthorised persons.
- (8) The head of human resource or his or her delegate must facilitate and provide advisory services during the selection process to ensure compliance with the Regulations.
- (9) A staff member delegated to provide secretarial services during the selection process may not form part of the selection panel.
- (10) If a conflict of interest becomes apparent during the selection process, the process may be declared invalid.
- (11) If a conflict of interest becomes apparent after the appointment, the municipal manager or his or her delegate must report the matter to the relevant delegated authority which must take remedial action and, where necessary, disciplinary action.
- (12) The selection panel must compile a shortlist based on the inherent requirements of the position as advertised and with due regard to section 20 of the Employment Equity Act.

### 13. INTERVIEWS

- (1) The selection panel for a post, once constituted, must remain the same at all times. If a member of the selection panel is unable to proceed with the interviews due to circumstances beyond that member's control, such panel member may be replaced or withdrawn.
- (2) If the selection panel does not quorate, the panel must be reconstituted.
- (3) Recognized trade union representatives may be granted observer status during the interviews: Provided that failure by the union to attend the interviews proceedings will not invalidate the decision of the panel.
- (4) The municipality shall in writing inform the panel members, Union observers and candidates within seven (07) days prior the date of the interview.
- (5) The selection panel must confirm the selection criteria for the advertised post, based on the relevant competencies required for the advertised post.
- (6) The selection panel must keep a written record of the interviewed candidates.
- (7) After considering all the relevant information, the selection panel must recommend candidates in order of preference. If the recommended candidate declines an offer of employment, the next suitable candidate, where applicable, may be considered for appointment.
- (8) If it is determined that the recruitment process has not attracted suitable candidates, the post may be re-advertised.



- (9) If the post is categorised as a critical and scarce skill post, alternative recruitment methods such as executive search, head-hunting, referrals, and re-advertising may be considered only if the recruitment process has not attracted suitable candidates.
- (10) The recommendations of the selection panel must be determined by—
  - (a) Consensus; or
  - (b) Where the panel fails to reach consensus, the matter shall be referred to the relevant authority for mediation or resolution.
- (11) If the selection panel recommends an appointment to the post, it must submit its recommendation to the municipal manager or his or her delegate for approval.

#### **14. REFERENCES AND PERSONAL CREDENTIAL VERIFICATION**

- (1) Reference checks and personal credential verification for shortlisted candidates must be conducted by—
  - (a) Contacting the candidate's current or previous employer;
  - (b) Establishing the validity of candidate qualifications;
  - (c) Determining whether the candidate has been dismissed previously for misconduct or poor performance; and verifying any other additional personal credentials.
- (2) A written report on the outcome of the reference checks and personal credential verification must be compiled and considered before the appointment is concluded.

#### **15. APPOINTMENT**

- (1) An appointment may only take effect if –
  - (a) The recommended candidates meets the prescribed requirements;
  - (b) A formal approval has been granted by the relevant delegated authority; and
  - (c) The post exists on the approved structure; and Funded.

#### **16. APPOINTMENT OF SUPPORT STAFF TO OFFICES OF PUBLIC OFFICE BEARERS**

- (1) A person appointed to support the office of a public office bearer must either be—
  - (a) Seconded from a post on that municipality's approved staff establishment or another municipality's staff establishment; or
  - (b) Appointed on a fixed-term contract of employment linked to the term of office of the public office bearer (**NOT TERM OF COUNCIL**).

- (2) The duration of the secondment or fixed-term employment contract may not be longer than 30 days after the public office bearer vacates office.

## **17. RE-EMPLOYMENT OF DISMISSED STAFF**

- (1) A person who was dismissed from a municipality for any reason stated may not be re-employed in the municipality.
- (2) A person who has lodged a dispute in terms of any applicable legislation, may be appointed subject to the outcome of the dispute.
- (3) The municipality must maintain a record of staff dismissed for misconduct and staff who resigned prior to the finalization of any disciplinary proceedings.

## **18. PROBATION**

- (1) The appointment of a person must be effected on a minimum probationary period of three months and a maximum probationary period of 12 months.
- (2) The probationary period must be determined on the basis of the job requirements and the minimum period required to establish whether performance is satisfactory or not.
- (3) The period of probation excludes the number of days for which leave has been taken by the staff member during the period of probation or any extension thereof.
- (4) A staff member must be informed within the first two weeks of employment of that member's performance requirements.
- (5) The municipality must –
  - i. Ensure that the staff member completes the municipality's induction programme;
  - ii. Assess the staff member's performance; and
- (6) Provide the staff member with feedback on a quarterly basis on that member's performance.
- (7) If a staff member's performance is not satisfactory, must be advised of any aspects that the staff member is considered to be failing to meet.
- (8) If the staff member's performance does not meet the required standards, the probationary period may be extended or dismissal may be considered, provided that—
  - (a) The staff member shall first be given a reasonable period of time for assessment, training, guidance, or counselling.
- (9) Within one month after the completion of the probationary period, the municipal manager or delegate must—
  - (a) confirm the appointment if—
    - (i) The staff member's performance during the probationary period was satisfactory; and
    - (ii) The staff member complied with all the conditions of the probationary appointment;

(b) subject to the Labour Relations Act, terminate the appointment if—

- (i) The staff member's performance was not satisfactory during the probationary period; and
- (ii) The staff member did not comply with all the conditions of the probationary appointment.

## **19. PROMOTION**

- (1) A staff member who is appointed in accordance with this chapter to a post in the municipality that is higher in salary level or job grade than the one that he or she previously occupied in that municipality is deemed to be promoted to that post.
- (2) A staff member who is promoted does not forfeit his or her years of service and the benefits which accrued from those years of service.

## **20. TRANSFER OF STAFF**

- (1) The municipality may transfer any staff member in the service of that municipality to any equivalent post in the municipality or, subject to section 197 of the Labour Relations Act, to an equivalent post .
- (2) A staff member may only be transferred—
  - (a) If the staff member requests or consents, in writing, to the transfer; or
  - (b) In the absence of consent, if the transfer is fair taking into consideration—
    - (i) The operational requirements of the affected institutions, including whether the transfer of the staff member would address such requirements;
    - (ii) Written representations from the staff member prior to the proposed transfer; and
    - (iii) The extent to which the interests and circumstances of the staff member may be accommodated.
- (3) The salary and other conditions of service of a staff member may not be adversely affected by a transfer under this regulation without the written consent of that staff member.
- (4) A staff member may not be demoted, promoted, or transferred to a position at a level which is lower or higher than the staff member's current post level.
- (5) Labour shall be consulted on the issue of transfer of staff member.

## **21. SECONDMENT OF STAFF TO ANOTHER MUNICIPALITY**

- (1) The municipality may second a staff member with the relevant competencies to act in a post that is vacant in another municipality.
- (2) The municipalities must conclude a written agreement regarding the secondment that specifies—
  - (a) The municipality responsible for the costs of secondment;

- (b) The duration of the secondment, which may not exceed a period of twelve months;
- (c) The person to whom the seconded staff member must report to;
- (d) The place at which the seconded staff member must work; and
- (e) The new job description of the seconded staff member.

## **22. SECONDMENT OF OTHER GOVERNMENT EMPLOYEES TO MUNICIPALITY**

- (1) The municipality may request national or provincial government, another municipality or any state organ as the case may be, to second a person with the relevant competencies to act in a vacant post for a specified period or until such time that a suitable candidate has been appointed.
- (2) The municipality must inform the MEC of any such secondment and the terms and conditions associated with that secondment.

## **23. APPOINTMENT OF STAFF ON FIXED TERM CONTRACT**

- (1) Despite regulation 29, the municipality may, in exceptional circumstances and within its administrative and financial capacity, appoint a person or persons on fixed term contract without adhering to the procedures and processes as contained in this chapter.
- (2) The application of sub-regulation (1) is subject to the provisions of section 198B of the Labour Relations Act.

## **24. REIMBURSEMENT OF INTERVIEW-RELATED COSTS**

- (1) Any prospective applicant, who is invited to attend an interview, shall be paid the AA running costs tariff in accordance with the cylinder capacity of his/her vehicle.
- (2) In the event of an applicant making use of air travel, the applicant shall be paid the cost of an economy class returns ticket. The municipality will also provide official transport from and back to the airport.
- (3) In the event of a prospective applicant spending the night away from his place of residence, she/he shall be paid the applicable overnight tariff together with a meal allowance relevant to the post level of the position for which he/she has applied.

## **25. REMUNERATION**

- (1) Newly appoint
- (2) ed employees should be placed at the minimum salary, or at a salary between the minimum salary and the midpoint.
- (3) It is only in exceptional circumstances, which must be authorized by the Municipal Manager that employees will only be /appointed above the salary midpoint.
- (4) When an employee is promoted to a higher grade, he/she should receive an increase that moves his/her salary to at least the minimum of the new grade. The increase must not situate the employee higher than the salary midpoint for the grade.

- (5) In cases where employees are earning above the salary maximum for their grade, the salary will be regarded as personal to the holder and shall revert back to the minimum notch when the employee vacates the position, and a new employee is appointed.
- (6) Salary scales of employees shall be guided by the Remuneration Policy of the Municipality as well as Salary Agreements reached between the parties to the Bargaining Council.

## **26. POLICY IMPLEMENTATION AUTHORITY**

- (1) The Municipal Manager.
- (2) Corporate Services Department.

## **27. POLICY AUTHORISATION AUTHORITY**

Council is the principal source of authority

## **28. POLICY COMMENCEMENT**

The policy takes effect on the date of approval by Council.

## **29. INTERPRETATION**

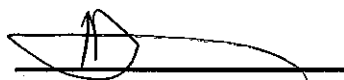
In the event of any inconsistency between this policy and any other government legislation, such legislations prevail.

## **30. POLICY REVIEW**

The policy shall be review after a period of two (2) years.

**Signed by:**

**THE MAYOR:  
CLLR ZITHA T.**

  
**SIGNATURE**

17/05/2024  
**DATE**

**COUNCIL RESOLUTION NO: CR164-17/05/2024SP**