

**EMPLOYMENT
PROCESS
POLICY**



1. VACANCY ADVICE

The vacancy advice will be submitted by the relevant Strategic Executive Manager or his nominee to the Human Resources Unit. The vacancy advice must first be authorised and signed by the Municipal Manager or his nominee.

2. AUTHORITY TO FILL

Human Resources Unit will check the vacancy against the establishment ensuring that the post exists and is funded. If the post does not exist or is not funded the relevant authority will need to be sought by the Municipal Manager.

3. ADVERT

The advert will be compiled by Human Resources Unit in conjunction with the relevant SEM or his nominee in terms of the Job Description and the Guidelines on Qualifications and Experience and will include the Key Performance Areas and the competencies required to perform the KPA's. The advert will need to be signed and authorised by the Municipal Manager or his nominee.

All posts will be advertised both internally and externally, unless deemed cost effective to advertise internally only.

All adverts will state that the Council is an Affirmative Action Employer, that the appointment will be made in terms of Council's Employment Equity Plan, and will include a statement that late applications will not be considered.

Adverts will also include a statement that if nothing has been heard by a stipulated date then applicants must accept that they have been unsuccessful.

The Municipal Manager may also authorise the use of outside agencies if it is deemed to be prudent to do so, subject to adherence to the tender procedures and financial regulations of the Council.

Canvassing of officials and or councillors will disqualify the affected applicant/s.

4. MEDIA

The choice of media will be determined by Human Resources unit who will place the advert. In the case of the Municipal Manager, Strategic Executive Managers, or equivalent, national, regional and local media must be utilised. The choice of media for all other vacancies will be restricted to regional and local media. Adverts to be published in the local media must be placed on a Thursday, in order to benefit from the Echo publication. The Municipal Manager or his nominee may at their discretion utilise the services of an outside agency.

5. APPLICATIONS

Applications will be received by Human Resources unit or the appropriate agency, date stamped, numbered and listed, with late applications being reflected as such.

The applications will be considered in terms of the Employment Equity Act and the Council's Employment Equity plan with specific preference being given to employees from Designated

6/7. COMPLIANT & NON COMPLIANT APPLICATIONS

The appropriate agency or the relevant SEM or his/her nominee and Human Resources Unit will sort the applications into those that comply with the advertised criteria and those that do not comply, with each batch being placed into separate files. A file will also be created for any late applications.

In the event that there are more than 50 compliant applications the appropriate agency or the relevant SEM or his nominee and the Human Resources Unit must reduce the number to no more than 50 taking into account the job profile, the employment equity targets of the municipality and the potential of applicants.

8. MATRIX

The compliant applications will be reflected by the relevant SEM or his nominee in a standard matrix format.

9. SHORTLIST

The Council reserves the right in particular circumstances to entrust the responsibility of head hunting of particular individuals for consideration of employment with the relevant selection committee.

Short listing will be done by the relevant Selection Committee and should preferably result in a maximum of 5 applicants for each vacancy to be filled.

The relevant Selection Committee will determine interview dates giving the Human Resources Unit at least 5 clear working days notice to arrange the interviews and prepare the necessary documentation. This documentation will include copies of the CVs, the advert, the standard questions to be asked of each applicant, the model/suggested answer to each question, a scoring sheet for that vacancy, and a scoring system to be agreed and used by the selection panellists. The Municipal Manager or his nominee, or the SEM or his nominee must provide input to the questions and model answers.

10. REGRET OF NON COMPLIANT & LATE APPLICATIONS

The non-compliance and late applicants will be notified of their non-compliance or lateness by Human Resources Unit, immediately after the short listing process is completed.

11/12. INTERVIEWS & SELECTION

This will be carried out by the relevant Selection Committee, which shall consist of the same role players as were involved in the short listing stage, and whose members shall strive to reach consensus in making decisions.

Wherever possible and practicable, functional abilities of short-listed applicants should be determined by appropriate testing prior to the interview.

All proceedings in the entire appointment process will be treated as confidential.

The unions may sit as observers at this stage in the process

Note: The selection committees must be trained on interviewing and selection processes.

13. LETTER OF APPOINTMENT

After the Human Resources Unit has conducted a satisfactory reference check, Human Resources Unit will submit the recommendations to the Municipal Manager. On approval of the recommendation, The Human Resources Unit will make the successful applicant a verbal offer followed by a Letter of offer of employment.

In the event of unsatisfactory references, the matter will be referred back to the relevant Selection Committee and the Municipal Manager.

14. REGRET OF REMAINING APPLICANTS

The regretting of those applicants who were interviewed but were not successful will be done by Human Resources Unit immediately after receiving written acceptance of the offer by the successful applicants.

15. DEVIATIONS

Any deviation from the procedure in respect of third tier and lower level posts will be referred to the Municipal Manager.

16. REPORTS

The Human Resources Unit will submit written reports on a quarterly basis in respect of the progress made with the filling of posts and compliance with the Council's Employment Equity Plan to the Human Resources Committee.



Msunduzi Municipality

CITY OF

PIETERMARITZBURG
MSUN

african history

south

archive

Grievance Procedure

SAHA

Presented by: Jimmy Mtetwa

South African Local Government Bargaining Council

CITY OF

PIETERMARITZBURG
M S U N I

Grievance Procedure Collective Agreement

Parties to the Agreement:

❖ SALGA

❖ SAMWU

❖ IMATU

AGREEMENT

CITY OF

PIETERMARITZBURG
MUNICIPALITY

Scope

- Applies to all Municipalities and employees of the SALGBC

Effective Date

- 1 July 2003

Agreement (cont)

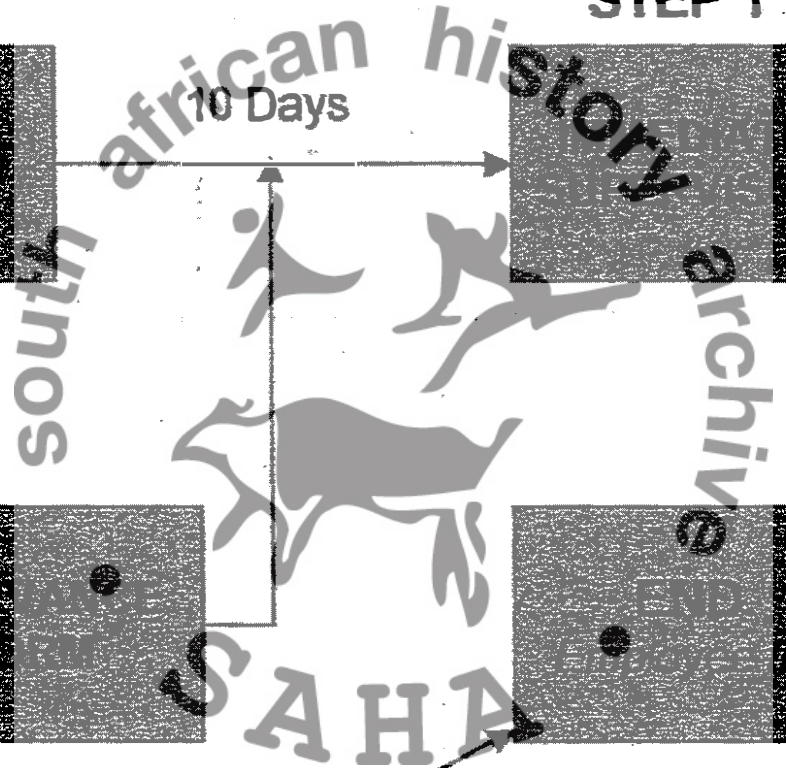
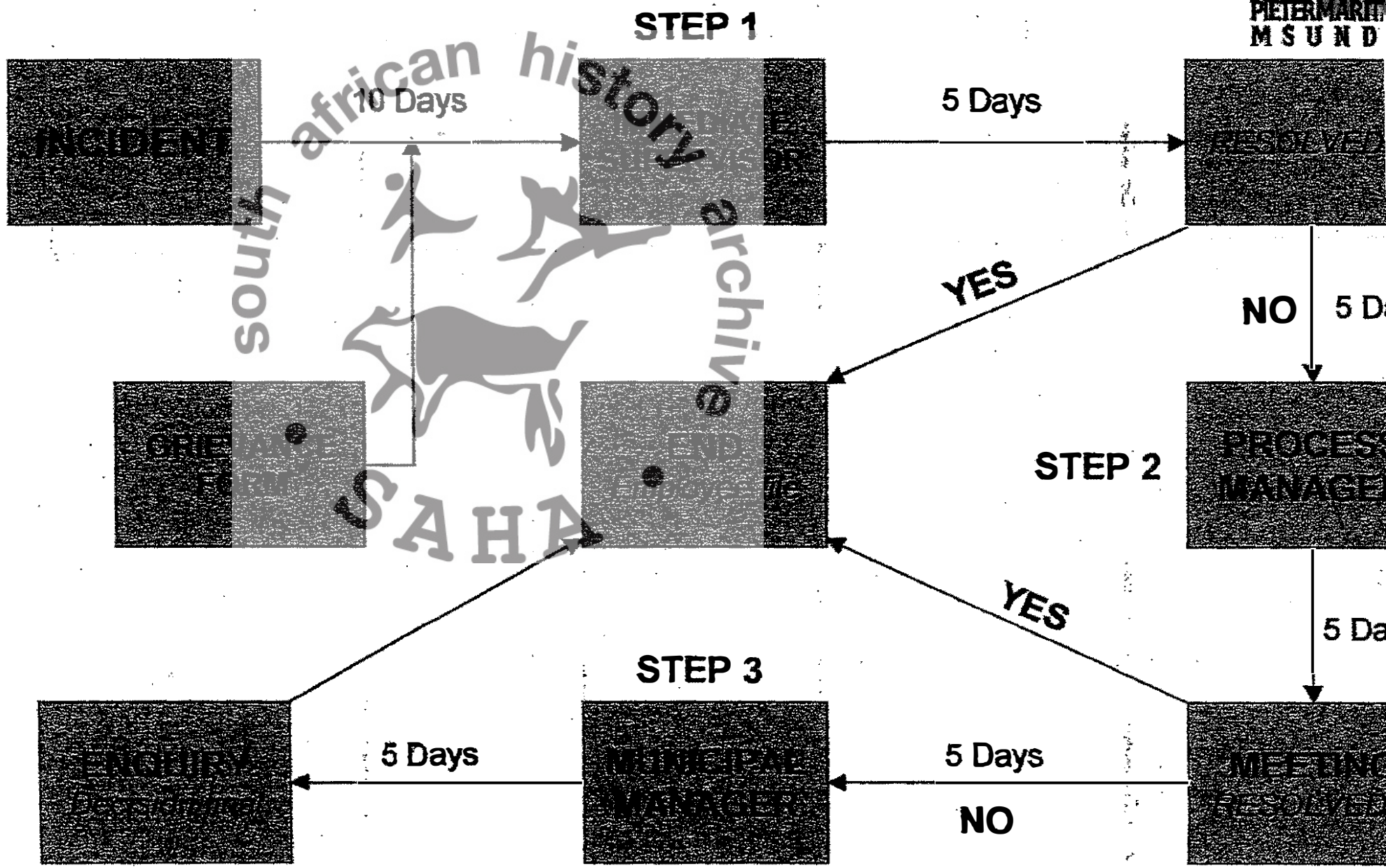
Intent

- Common and uniform procedure
- Replaces all existing codes and procedures
- Becomes a condition of service
- To ensure fair play, resolve problems as quickly as possible and deal with conflict procedurally
- An employee shall not be victimised as a result of lodging a grievance
- Grievance must be lodged within 10 days
- Procedure shall not address issues for which a particular procedure is provided eg. Job Evaluation

Grievance Procedure

CITY OF C

PIETERMARITZBURG
M S U N D



SAHA

Representation

- An aggrieved employee may at any stage in the Grievance Procedure be assisted by a fellow employee, shop steward or Union official.

Thank you

CITY OF

PIETERMARITZBURG
M S U N I



Jimmy Mtetwa