



Province of the
EASTERN CAPE
COOPERATIVE GOVERNANCE
& TRADITIONAL AFFAIRS

RECRUITMENT AND SELECTION POLICY

Physical Address	Tyamzashe Building Phalo Avenue Bhisho 5605
Postal Address	Department of Cooperative Governance & Traditional Affairs Private Bag X0035 Bhisho 5605
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Custodian	Mr L.L. Bottoman
Designation	Director
Component	Human Resource Management
Telephone No.	040 940 7427
Cellular Phone No.	064 964 6909
E-mail Address	lindelo.bottoman@eccogta.gov.za
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SIGN OFF

1. Head of Department

The Recruitment and Selection Policy has been recommended by Mr A.A. Fani in my capacity as Head of Department for the Department of Cooperative Governance and Traditional Affairs.

I am satisfied and concur with the contents of this Policy.

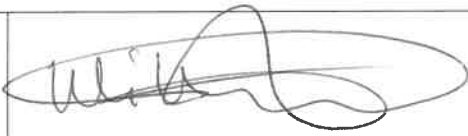
The development of the policy on Recruitment and Selection will ensure the department is able exercise its powers in compliance with the law and guide decision- making in the department. This policy improvement is also part of our strategic thrust to remodel the Department's internal machinery and its productivity.

Recommended	
Designation	Head of Department
Date	14/06/2023

2. Executive Authority

The Department of Cooperative Governance and Traditional Affairs (COGTA) has an unprecedented opportunity to improve the lives of the staff by effectively rendering services that it is expected to provide. We envisage a department that has the required capacity to respond adequately to challenges of its staff.

I therefore trust that the guidance from this Policy will contribute to the effective Recruitment and Selection in the department.

Signed	
Designation	MEC: Z.A. Williams of Cooperative Governance and Traditional Affairs
Date	13/07/2023.

1. PROBLEM STATEMENT

- 1.1 The Recruitment and Selection Policy was reviewed and approved for implementation on 29 March 2021. However, the Department has identified a need to review the policy and to bring it into line with new developments.
- 1.2 Furthermore, the review of the policy has been influenced also by, amongst other things, the following factors:
 - 1.2.1 Deficiencies in the policy.
 - 1.2.2 Need to improve compliance with the policy.
 - 1.2.3 Need for alignment with the Public Service Regulations, DPSA Directives, SMS Handbook, Provincial Recruitment and Selection Policy.
- 1.3 In reviewing the recruitment and selection policy, the Department wants to ensure that its recruitment and selection practices are fair, non-discriminatory and comply with the public service norms and standards.

2. INTRODUCTION

The Department of Cooperative Governance and Traditional Affairs commits itself to open, honest, fair, objective and transparent employment processes to enable the department and all its employees to recruit, select and appoint the most suitable candidate with the necessary training, skills, competence, potential and knowledge relevant to the requirements of any vacant post to enable its incumbent to fulfil his/her maximum potential so that the department may derive the maximum benefit from his/her diverse skills and talent to improve service delivery.

3. PURPOSE OF THE POLICY

The purpose of this policy is:

- 3.1 To ensure that recruitment and selection is done in a fair, efficient, effective, transparent, and equitable manner.
- 3.2 To regulate recruitment processes with the purpose of selecting the best candidates in the labour market for the effectiveness of the Department.
- 3.3 To provide guidance and procedures on the recruitment of suitable candidates in compliance with the provisions of the South African employment law.

4. OBJECTIVES OF THE POLICY

The recruitment and selection process is intended to achieve the following objectives:

- 4.1 To ensure fairness and justice
- 4.2 To achieve equity and promote diversity in the workplace.
- 4.3 To facilitate the provision of amenities and assistive devices to job applicants with disabilities to enable such job applicants to fully participate in the activities of the Department.
- 4.4 To attract scarce skills; and
- 4.5 To improve service excellence.

5. SCOPE OF APPLICATION

This policy is applicable to:

- 5.1 All employees appointed in terms of the Public Service Act, 1994 as amended,
- 5.2 Job applicants
- 5.3 All prospective employees who apply for posts created in terms of the Public Service Act, 1994 as amended, except for posts that are covered by the Ministerial Handbook.
- 5.4 This policy does not apply to the recruitment and selection processes to the filling of the post of a Head of Department.
- 5.5 If any conflict, relating to the matters dealt with in this Policy, arises between this Policy and the provisions of the Public Service Act, Public Service Regulations or any other law or any act or DPSA prescripts or the provincial recruitment and selection policy, the provisions of the latter will prevail.

6. CONFIDENTIALITY

- 6.1 The Department shall, in compliance with the POPIA, ensure the integrity and confidentiality of any personal information of an applicant in its possession or control is secured.
- 6.2 Confidentiality is essential in all recruitment, appointment, and selection committee processes. All members of selection committees, HR official and the organized labour representative must observe the confidentiality of the process. This relates not only to documents received and their contents but also to all disclosures and communications in relation to the selection process.

7. DEFINITIONS AND ABBREVIATIONS

Unless otherwise indicated, the following terms in this policy have the corresponding meaning:

7.1 DEFINITIONS

Term	Definition
Affirmative Action	A programme by which previously disadvantaged groups are provided with opportunities for advancement in terms of the Employment Equity Act (1998).
Affirmative Action measures	Measures that are in the Employment Equity Plan of the Department.
Appropriate Qualification	A qualification that the candidate has, that is related to the required/ specific post.
Candidate	An applicant for a position in the Department
Department	Department of Cooperative Governance and Traditional Affairs of the Eastern Cape
Designated Groups	Black people, women, and people with disabilities
Employee	An employee of the Department of Cooperative Governance and Traditional Affairs of the Eastern Cape
Employment Agencies	Private or public enterprises that specialize in assisting organisations in finding suitably qualified candidates for employment
Employment Equity Committee	A Committee established in terms of the Employment Equity Act 55 of 1998
Executive Authority	The Member of the Executive Authority responsible for the Department of Cooperative Governance and Traditional Affairs in the Eastern Cape
External Advertisements	Posts that are advertised outside the Public Service either nationwide or locally e.g., in the media for which

Term	Definition
	candidates who are not in the employ of the Public Service can also apply.
Internal Advertisements	Posts that are advertised in the Public Service Circular for current public service employees. This means that only employees who are already in the public service can apply for a vacant position.
Fair Discrimination	A process of objective differentiation where a candidate is chosen in an objective selection process based on a fair evaluation using appropriate criteria.
Internal Applicant (s)	Employees that are already employed in the Public Service
Master list	A list of all prospective candidates where essential information related to the advertised post is captured, for easy reference.
Initial Screening	Preliminary step to the shortlisting process, whereby all applications received are thoroughly examined to determine suitability of candidates to the advertised posts. This results in compilation of a master list.
Headhunting	An activity of identifying and approaching suitable candidates in instances where difficulty is experienced to recruit suitable qualified candidates as well as candidates from historical disadvantaged groups
Inherent requirements	Means competencies that, according to evidence an employee needs in order to carry out a job satisfactorily.
Minister	Minister of Public Service and Administration
Model	A representation (description) of all the components of an entity or a system which shows all the component elements (sub systems) and their interactions.
Non-citizen	A person who is not a South African citizen in terms of the South African Citizens Act, 1995 (Act 88 of 1995)
Post Graduate Qualification	A course of study undertaken after one has completed an undergraduate degree

Term	Definition
Selection Committee	People formally appointed to serve in the selection process for the filling of vacant posts in the Department.
People with Disabilities (PWDs)	Means people who have a long term or recurring physical or mental impairment which substantially limit their prospects of entry into, or advancement in employment.
Personal information	Means information as defined in the Protection of Personal Information Act.
Reference Checking	A process by which an applicant for a vacant post is subjected to a background checking process where the performance history, service, disciplinary and criminal records are scrutinized to know more about the applicant.
Relevant Experience	Experience that is in line with key performance areas of the advertised post.
Representativeness	Means the extent to which employment in a department broadly reflects the composition of the economically active population of the Eastern Cape including a composition according to race, gender and disabilities.
Senior Management Services (SMS's)	All Senior Managers of the department appointed at level 13 upwards and appointed in terms of the DPSA SMS Handbook.
Suitable Candidate	<p>Means a person who meets the minimum advertised requirements of the position.</p> <p>According to section 20 (3) of the Employment Equity Act 55 of 1998, a person may be suitable qualified for the job because of any one of, or any combination of that persons:</p> <ul style="list-style-type: none"> (a) Formal Qualifications (b) Prior Learning (c) Relevant experience

Term	Definition
	(d) Capacity to acquire, within a reasonable time, the ability to do the job.
Undergraduate Qualification	An undergraduate degree also called the first degree or junior degree is a colloquial term for an academic degree earned by a person who has completed undergraduate courses. It is usually a first university degree such as an Associate or bachelor's degree. This must be completed before considering any postgraduate endeavours.
Vetting process	A process by which prospective candidates for vacant posts are subjected to risk assessment to determine their employability in the public service.
Methodologies	A system of methods used in a particular study or activity.

7.2 ABBREVIATIONS

AA	-	Affirmative Action
COGTA	-	Cooperative Governance & Traditional Affairs
EE	-	Employment Equity
DGITO	-	Departmental Governmental Information and Technology Officer
DPSA	-	Department of Public Service and Administration
NQF	-	National Qualifications Framework
POPIA	-	Protection of Personal Information Act, 2013 (Act No. 4 of 2013)
SMS	-	Senior Management Services
SAQA	-	South African Qualifications Authority
OD	-	Organisational Development

8. REGULATORY FRAMEWORK UNDERPINNING THIS POLICY

This Policy has been compiled with due regard to the provisions and principles contained in the following legislation:

- 8.1 Constitution of the Republic of South Africa, 108 of 1996;
- 8.2 Labour Relations Act, Act 66 of 1995 (as amended);
- 8.3 Employment Equity Act, Act 55 of 1998;
- 8.4 Promotion of Administrative Justice Act, Act 3 of 2000;
- 8.5 White Paper on Human Resource Management;

- 8.6 Public Service Act, 1994 (as amended);
- 8.7 Public Service Regulations, 2016
- 8.8 Basic Conditions of Employment Act, Act 75 of 1997
- 8.9 Toolkit on Recruitment and Selection, Public Service Commission,
- 8.10 Skills Development Act, Act 97 of 1998;
- 8.11 Skills Development Levies, Act 9 of 1999
- 8.12 The Directive on Public Administration and Management Delegations, 2014
- 8.13 Immigration Act, 2002 (Act No.13 of 2002)
- 8.14 DPSA Directive on Competency Assessment
- 8.15 Ministerial Handbook
- 8.16 Policy on Reasonable Accommodation and Assistive Devices for Employees with disabilities in the Public Service

9. CONSULTATION PROCESS WITH STAKEHOLDERS

Key stakeholders, namely: SMS, Corporate Services Management, Organized Labor and Departmental Employees have been consulted for inputs during the review of the Recruitment and Selection policy and their inputs have been thoroughly discussed and incorporated into this policy.

10. PRINCIPLES UNDERLYING THE RECRUITMENT AND SELECTION PROCESS

The guiding principles that underpin this policy are the following:

- 10.1 The recruitment and selection process shall uphold the fundamental principles of equity, justice, fairness, and transformation in the Department.
- 10.2 Recruitment should be targeted for maximum accessibility.
- 10.3 The recruitment process shall promote the image of the Department.
- 10.4 The principle of employment equity shall underpin the recruitment process and strategies of the Department.
- 10.5 This Policy shall promote the acquisition and retention of human resources with appropriate competencies in line with Departmental Attraction & Retention, Succession policies.

- 10.6 The recruitment process shall be handled with the purpose of acquiring the best competencies for the benefit of the Department and shall be consistent with values of the Department.
- 10.7 The Department is an affirmative action employer; selection for employment must comply with the Employment Equity (EE) Targets in line with departmental EE Plan.
- 10.8 The recruitment and selection shall be conducted in an open, fair, and transparent manner.
- 10.9 All role-players are bound by this policy and shall adhere to all provisions of this policy.

11. JOB DESCRIPTIONS AND JOB EVALUATION

- 11.1 The unit responsible for the organisational development function shall facilitate and coordinate the development of a job description for each post in the approved organisational structure as prescribed in regulation 39 of the Public Service Regulations.
- 11.2 There shall be compliance with the provisions of regulations 40 and 41 of the Public Service Regulations with regard to the creation and filling of posts and Job evaluation and job grading.

12. SEARCH METHODS

12.1 ADVERTISEMENT

- 12.1.1 The Department shall comply with the provisions of regulation 65 of the Public Service Regulations and the provisions of paragraphs.
- 12.1.2 The job specification must be submitted by line manager within a minimum of ninety days but not exceeding twelve (12) months to OD for verification of advert specification before it can be submitted to HRM.
- 12.1.3 A funded vacant post shall be advertised within six months after becoming vacant and be filled within twelve months after becoming vacant.
- 12.1.4 All advertisements of SMS posts shall be approved by the Executive Authority, all advertisements for posts below the SMS shall be approved by the Head of Department.

- 12.1.5 The Department shall advertise all vacant posts below MMS in the provincial newspapers, and all MMS and SMS posts in both provincial and national newspapers as a minimum.
- 12.1.6 When advertising outside the Department, the Department shall also advertise in the public service vacancy circular issued by Department of Public Service and Administration (DPSA) and Departmental website.
- 12.1.7 An advertisement for a post shall not unfairly discriminate against or prohibit any suitable qualified person or employee from applying.
- 12.1.8 An advertisement for a SMS post shall state that all shortlisted candidates will be subjected to a technical exercise that intends to test the relevant technical elements of the job and that the recommended candidate (s) will have to undertake a competency assessment. It should also state that the appointed person will sign an employment as well as performance contract.
- 12.1.9 The Executive Authority or a delegated official may advertise a vacant post even if there is no request from the relevant component.
- 12.1.10 All adverts must encourage employees from the designated groups to apply. In addition, an advert must state clearly whether the employer has identified the post for an employment equity or affirmative action candidate in terms of the Departmental EE Policy and Plan.
- 12.1.11 An advertisement may be utilised to create a pool of potential employees for a period of not more than 6 months from the date of advertisement to fill any other vacancy in the relevant Department if:
- 12.1.11.1 The job tittle, core functions, inherent requirements of the job and the salary level of the other vacancy is the same as the post advertised and
- 12.1.11.2 The selection process has been complied with.
- 12.1.12 The Executive Authority may approve the filling a vacant post by persons meeting the minimum requirements for positions without advertising it if:
- 12.1.12.1 Employees have been declared in excess and are on a salary level linked to the grade of that post.
- 12.1.12.2 Employees have been appointed under an Affirmative Action measure as contemplated in section 15 of the Employment Equity Act.

- 12.1.12.3 The post is to be filled through a transfer of an employee in terms of section 12(3) or 14 of the Public Service Act; or
- 12.1.12.4 The post falls within an occupation or category of employees as directed by the Minister.
- 12.1.12.5 The post is provided through the Ministerial Handbook as support to the Executive Authority.
- 12.1.12.6 If a suitable candidate cannot be found at the first instance of the advertisement, the post shall be re-advertised with revised time frames.
- 12.1.13 All applications received before or on the closing date should be duly recorded in a register.
- 12.1.14 A separate register will be kept for the applications received after the closing date.
- 12.1.15 Applications must be kept in a locked cupboard and key from the first day they are received.

13. PROCESSING OF APPLICATIONS

- 13.1 All documentation relating to the Recruitment and Selection processes shall be recorded and kept in a safe place.
- 13.2 All the procedural processes and administration of applications shall be contained in the Standard Operating Procedure for Recruitment and Selection.
- 13.3 Applicants must note that incomplete applications shall not be considered.
- 13.4 Applications are received through:
 - 13.4.1 **E- Recruitment** – On-line applications received using e-recruitment system are retrieved after the closing date of the advert for further processing.
 - 13.4.2 **Post** – applicants are required to submit their application to the postal address mentioned in the advert from the date of the advert until the closing date. Any applications that has been received after the closing date will not be considered.
 - 13.4.3 **Hand Delivery** – applicants are required to submit their applications to the Office mentioned in the advert from the date of the advert until the closing

date. Any applications received after the closing date will not be considered.

14. UTILISATION OF EMPLOYMENT AGENCIES

14.1 All posts shall, as a rule be advertised as prescribed in section 12.1.

14.2 A private employment agency may be utilised in cases where a suitable candidate is not found after Head hunting as prescribed in section 16.

15. PRINCIPLES AND PROCEDURES APPLICABLE TO THE SHORT-LISTING PROCESS

15.1 The objective of the short-listing is to identify a manageable size of applicants who best meet the requirements of the advertised post.

15.2 The Selection Committee shall ensure that the personal information of an applicant is secured as required by the POPIA.

15.3 The Selection Committee shall determine a short-listing criteria with the sole purpose of identifying a pool of best suited candidates for a specific position.

15.4 The short-listing criteria must be in line with the job content, appointment, and the advertised requirements.

15.5 There shall be no waivers of the short-listing requirements by the selection committee.

15.6 A declaration of a conflict of interest should be made if an official is related to any candidate in the short-listing process.

15.7 The Chairperson of the Selection Committee shall convene the committee for a shortlisting meeting.

15.8 The selection committee determines the structure of the shortlisting meeting and HR may advise the selection committee on appropriate selection methodologies to use.

15.9 The selection committee shall utilize the following short-listing criteria to adhere to a manageable size of no less than three (3) candidates and no more than ten (10) candidates for a post.

15.10 All Applicants must:

15.10.1 Have been successfully screened.

- 15.10.2 Possession of the level of qualifications and competencies (knowledge, skills, and experience).
- 15.10.3 Possession of the relevant qualifications and competencies (knowledge, skills, and experience).
- 15.10.4 Possession of the Pre-entry Certificate for the Senior Management Service as endorsed by the National School of Government (NSG). An applicant will be disqualified if s/he fails to submit the certificate during the interview.
- 15.11 The shortlisting meeting must use the Common Shortlisting Agenda that is provided by Human Resource Management.
- 15.12 After working through the master list, the declaration on the conflict-of-interest form must be signed by each member of the Selection Committee before the process resumes.
- 15.13 A member of the Selection Committee who has a vested interest in the process must recuse himself or herself from the whole process.
- 15.14 The selection committee shall:
 - 15.14.1 Determine shortlisting criteria based on the advertisement for the positions.
 - 15.14.2 Record the shortlisting criteria.
 - 15.14.3 Shortlist a minimum of three (3) candidates up to a maximum of ten (10) candidates for a post.
 - 15.14.4 Disqualify candidates who do not meet the minimum requirements for the posts as per the advert shall not be shortlisted.
 - 15.14.5 Base its decisions on the documentation submitted by the applicant.
 - 15.14.6 Ensure that shortlisted candidates include applicants from designated groups.
 - 15.14.7 The selection committee may require a shortlisted candidate with missing or unclear information to provide copies of such information on the date of the interview provided that request is done in writing and is filed.
 - 15.14.8 The Chairperson of the Selection Committee must compile and submit a shortlisting report to HOD.
 - 15.14.9 Ensure all information is complete, accurate and verified.

16. HEADHUNTING

- 16.1 Head Hunting shall only be utilised when a position has been advertised for a minimum of two consecutive occasions without success in attracting a suitable qualifying candidate.
- 16.2 The Department may direct that head-hunting must be done for scarce and critical skills if the normal recruitment process is completed and a suitable candidate has not been found after re-advertisement.
- 16.3 The Executive Authority or Head of Department (depending on the approved Delegations) shall approve head hunting of one or more persons with the requisite competencies and subject that person or persons to the same selection process and panel as those who applied.

17. MINIMUM ENTRY REQUIREMENT FOR APPOINTMENT

- 17.1 Minimum requirements will be changed when there are amendments from the Department of Public Service and Administration (DPSA)
- 17.2 The Department shall appoint a suitable candidate from those shortlisted and interviewed who meet the minimum requirements for positions.
- 17.3 To advance persons from designated groups, the Department shall avoid unfairly discriminating against a person solely on the grounds of that person's lack of experience.
- 17.4 The Minimum requirement for a job should reflect the following:

SALARY LEVEL	RANK	ACADEMIC QUALIFICATION (as recognised by SAQA)	EXPERIENTIAL REQUIREMENTS
16	Head of Department	An undergraduate qualification (NQF Level 7) and a post graduate qualification (NQF Level 8). Pre-entry Certificate for the Senior Management Service as endorsed by the National School of Government (NSG).	Eight to ten years' experience at Senior Management Level (at least three (3) of which must be any organ of state as defined by the Constitution.
15	Deputy Director General	An undergraduate qualification (NQF Level 7) and a post	Eight to ten years' experience at Senior Management Level (at

		graduate qualification (NQF Level 8). Pre-entry Certificate for the Senior Management Service as endorsed by the National School of Government (NSG).	least three (3) of which must be any organ of state as defined by the Constitution
14	Chief Director	An undergraduate qualification (NQF Level 7). Pre-entry Certificate for the Senior Management Service as endorsed by the National School of Government (NSG).	Five years' experience at a senior managerial level
13	Director	An undergraduate qualification (NQF Level 7). Pre-entry Certificate for the Senior Management Service as endorsed by the National School of Government (NSG).	Five years' experience at a middle management level.
11-12	Deputy Director	An undergraduate qualification (NQF Level 6/7)	Three to five years' experience at an Assistant Director level/Junior Management level.
9-10	Assistant Director	An undergraduate qualification (NQF Level 6)	Three to five years' experience at supervisory level.
8	Senior Admin Officer or equivalent	An undergraduate qualification (NQF Level 6)	One to two years working experience
7	Admin Officer or equivalent	An undergraduate qualification (NQF Level 6)	One to two years working experience
6	Level 6	A National Higher certificate (NQF Level 5)	One to two years working experience
5	Level 5	A National Higher Certificate / Diploma (NQF Level 5) Grade 12/NQF Level 4	One- two years' experience No Experience
4	Drivers	Grade 12 / Senior Certificate of NQF Level 4	Two years driving experience
4	Level 4	ABET Level 4 NQF level 1-3	No experience is required
2-3	Level 2-3	ABET Level 4 of NQF level 1-3	No experience is required.

Minimum Requirements for Occupational Safety Dispensation (OSD) posts			
SALARY LEVEL	RANK	ACADEMIC QUALIFICATION (as recognised by SAQA)	EXPERIENTIAL REQUIREMENTS
OSD	Chief Engineering Grade A and B	Engineering/ BSC (Eng), compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineer. Valid Driver's License	At least six years post qualification as a Professional Engineer
OSD	Professional Engineer	Engineering Degree (B Engineering/ BSC (Eng)), compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineer. Valid Driver's License	At least three years post qualification (engineering field) experience
OSD	Control Engineering Technical Grade A and B	National Diploma in Engineering or relevant qualification, registration with Engineering Council of South Africa (ECSA) as an Engineering Technician	At least six years post qualification technical (engineering) experience
OSD	Engineering Technical Grade, A, B and C	National Diploma in Engineering or relevant qualification registration with Engineering Council of South Africa (ECSA) as an Engineering Technician	At least three years post qualification technical (engineering) experience
OSD	Candidate Engineering Technician	National Diploma in Engineering or relevant qualification registration with Engineering Council of South Africa (ECSA) as an candidate engineering Technician is compulsory upon appointment	No previous experience is required
OSD	Chief Professional Surveyor Grade A and B	Four years Survey/ Geomatics Degree (BSc Survey/ Geomatics) Compulsory registration with PLATO as Professional Surveyor/ Professional Land Surveyor	At least six years post qualification survey experience
OSD	Professional Surveyor Grade A, B and C	Four years Survey/ Geomatics Degree (BSc Survey/ Geomatics) Compulsory registration with PLATO as Professional Surveyor/ Professional Land Surveyor	At least three years post qualification survey experience
OSD	Control Surveyor/ Survey	National Diploma in Survey or Cartography or relevant qualification. Compulsory	At least six years post qualification technical (Survey) experience

	Technician Grade A	registration Compulsory registration with PLATO as Professional Surveyor/ Professional Land Surveyor in training	
OSD	Surveyor / Survey Technician Grade A, B and C	National Diploma in Survey or Cartography or relevant qualification. Compulsory registration Compulsory registration with PLATO as a Survey Technician/Surveyor/ Professional Land Surveyor in training perform as Cadastral Survey is compulsory upon appointment.	At least three years post qualification technical (Survey) experience
OSD	Candidate Survey Technician	National Diploma in Survey or Cartography or relevant qualification. Compulsory Registration with PLATO as a Survey Technician/Surveyor/ Professional Land Surveyor in training to perform as Cadastral Survey is compulsory upon appointment.	No previous experience required.
OSD	Chief Town and Regional Planner Grade A and B	B Degree in Urban/Town and Regional Planning or relevant qualification. Compulsory registration with South African Council of Planners (SACPLAN) as a Professional Town and Regional Planner	At least six years post qualification Town and Regional Planning experience
OSD	Town and Regional Planner Grade A	B Degree in Urban/Town and Regional Planning or relevant qualification. Compulsory registration with South African Council of Planners (SACPLAN) as a Professional Town and Regional Planner	At least three years post qualification Town and Regional Planning experience
OSD	Candidate Town and Regional Planner	B Degree in Urban/Town and Regional Planning or relevant qualification. Compulsory registration with South African Council of Planners (SACPLAN) as a Professional Town and Regional Planner	No previous experience required
SALARY LEVEL	RANK	ACADEMIC QUALIFICATION (as recognised by SAQA)	EXPERIENTIAL REQUIREMENTS
OSD	Chief GISc Professional Grade A and B	Four years B Degree in GISc (NQF Level 7) or relevant qualification. Compulsory	At least six years post qualification GISc

		registration with PLATO as a GISc Professional on appointment.	professional experience
OSD	GISc Professional Grade A, B and C	Four years B Degree in GISc (NQF Level 7) or relevant qualification. Compulsory registration with PLATO as a GISc Professional on appointment.	At least three years post qualification GISc professional experience
OSD	Control GISc Technician Grades A, B and C	Diploma in GISc, Cartography or relevant qualification. Compulsory registration with PLATO as GISc Technician	At least six years post qualification in Technical (GISc) experience
OSD	GISc Technician Grades A, B and C	Diploma in GISc, Cartography or relevant qualification. Compulsory registration with PLATO as GISc Technician	At least three years post qualification in Technical (GISc) experience
OSD	Candidate GISc technician	Diploma in GISc, Cartography or relevant qualification. Compulsory registration with PLATO as GISc technician in training	No previous experience required
OSD	Legal Administration Officer, Grade 5	LLB (or as otherwise determined by the Minister of Justice and Constitutional Development	At least 8 years' appropriate post qualification legal experience
OSD	Senior Legal Administration Officer	LLB (or as otherwise determined by the Minister of Justice and Constitutional Development	At least 8 years' appropriate post qualification legal experience

18. SELECTION COMMITTEES

- 18.1 The Department shall appoint a selection committee to make a recommendation on the appointment to a post. The selection shall consist of at least three (3) members who are employees of a grade equal to or higher than the grade of the post to be filled or suitable persons of equivalent status from outside the public service.
- 18.2 The chairperson of the selection committee who shall be an employee, shall be of at least a grade higher than the grade of the post to be filled and in the event that the Head of Component within which the vacant post is located is graded lower than the vacant post, such head may be the member of the selection committee.

- 18.3 The Executive Authority or a delegated official shall appoint a selection committee not less than three (3) persons for salary level 13,14 and 15 positions.
- 18.4 The Head of Department or a delegated official shall appoint a selection committee of no less than three (3) persons for salary level 1 up to salary level 12 positions.
- 18.5 There shall be an HR Official to provide advice and guidance on compliance with relevant legislation.
- 18.6 There shall be an organised labour representative to observe compliance with the Recruitment and Selection Policy and fairness in the recruitment process.
- 18.7 The shortlisting or interview process shall proceed without an organised labour representative provided there is proof that s/he has been invited at least three (3) working days in advance.
- 18.8 A request for the appointment of the selection committee shall be submitted as follows:
- 18.8.1 For positions from Salary Level 12 and below, the initial request must be made by the Director responsible for the position.
- 18.8.2 For positions from Salary level 11-13, the initial request must be made by the Chief Director.
- 18.8.3 For positions from Salary 14 the initial request must be made by the Deputy Director-General responsible for the position; in cases where there is no DDG, the office of the Head of Department must initiate the request.
- 18.8.4 For positions at Salary Level 15, the Head of Department must initiate request for the MEC.
- 18.8.5 For Personal Assistants and Office Managers of SMS, the initial request must be made by the SMS responsible for the position.
- 18.8.6 The final decision on the constitution of the committee resides with the Executive Authority or a delegated official.
- 18.8.7 Designated groups, especially women, must be represented in selection committees.
- 18.8.8 Selection committees shall be drawn from employees from Assistant Director level and above in line with the Human Resource Delegations.
- 18.8.9 A manager or his or her delegate shall be chairperson for the post of the Personal Assistant and an Office Manager to be placed in his or her office.

- 18.9 The Shortlisting and Interview committees must be given appointment letters after the finalisation of master list.

19. INTERVIEWS

- 19.1 The selection committee interviews the candidates on the final shortlist. The selection committee determines the structure of the interview and HR may advise the selection committee on appropriate selection methodologies to use.
- 19.2 The selection committee should, as far as possible comprise the same persons who conducted the shortlisting.
- 19.3 The shortlisted candidates must be contacted on the day of the shortlisting in writing or telephonically. Where the candidate has been invited telephonically, the telephonic invitation must be recorded.
- 19.4 Where the candidate has declined the invitation to the interviews, he or she must do so in writing or in a recorded telephonic conversation. Such a record must be available to the selection committee in the interview meeting.
- 19.5 The HR Official must provide the following documents to each member of the committee, at the interview:
- 19.5.1 Advertisement of the post.
 - 19.5.2 Application forms and CVs of short-listed candidates.
 - 19.5.3 Interview programme.
 - 19.5.4 Pro forma Interview Score sheets.
 - 19.5.5 The Departmental Employment Equity Plan requirements; and
 - 19.5.6 Oath of confidentiality and declaration of interest forms which must be signed by all Members of the Selection Committee.
- 19.6 The proceedings of the selection committee must be properly documented and may be electronically recorded and be treated as strictly confidential.
- 19.7 The Selection Committee shall formulate questions on the day of the interview.
- 19.8 The Selection Committee must restrict itself to questions that are related or relevant to the advertised job.
- 19.9 Where appropriate, the selection committee may require applicants to perform practical tasks to test competencies.
- 19.10 Selection Committees must require the candidate to make any disclosure that he or she feels is necessary to disclose.

- 19.11 The recommendation of the most suitable candidate must be based on the following:
- 19.11.1 Information based on valid methods, criteria or instruments for selection that are free from any bias or discrimination.
 - 19.11.2 The training, skills, competence, and knowledge necessary to meet the inherent requirements of the post.
 - 19.11.3 The need of the department for developing human resources.
 - 19.11.4 The department's affirmative action programme.
- 19.12 Use of cellphone or any communication device is prohibited during the Shortlisting and Interviewing process.

20. COMPETENCY ASSESSMENT

- 20.1 All recommended candidates (up to a maximum of four) for SMS posts shall undergo competency assessment before a final recommendation and approval for appointment.
- 20.2 The panel therefore needs to share the results of the competency assessments before making the final recommendation.
- 20.3 Only preferred service providers that have been nominated to provide services should be used (DPSA Directive pertaining to Competency Assessments).
- 20.4 According to the DPSA Directive the primary purpose of competency-based assessments is to identify skills gaps of members of the SMS and ensure continuous development through targeted training and development. It also assists in providing an independent, scientific analysis of a senior manager's skills profile so that departments are guided in the direction of continuous learning and development.

21. SUBMISSION OF SELECTION RESULTS

- 21.1 The selection committee must finalize its work within a month from the day of its appointment.
- 21.2 A submission to the HOD must be in line with the regulatory framework and be submitted to the HOD within three (3) working days after the sitting of the selection committee.

21.3 Where the selection committee has failed to comply with advertisement requirements, this policy or any employment regulation and legislation in the shortlisting and interview process, they will be required to submit written reasons to the Head of Department.

22. APPOINTMENT

22.1 The Director for Human Resource Management must ensure that the HR Official responsible for providing support to the committee must submit a memorandum for approval within three days from the completion of the interview process.

22.2 Before submitting the memorandum for the appointment of the successful candidate, the Director for Human Resource Management must –

22.2.1 verify partly completed qualifications.

22.2.2 ensure that reference check is done on the recommended candidates.

22.2.3 confirm that citizenship information provided by the applicant is correct, and in the case of a non-South African citizen, work permit information must be verified.

22.3 The Department shall not appoint any person:

22.3.1 Under the age of fifteen (15) years of age

22.3.2 Under the minimum school leaving age in terms of any law

22.3.3 Shall determine the health requirements for incumbency of a post in any case where it is part of the inherent requirements of the post.

22.3.4 Shall subject and employee or a candidate for employment to personnel suitability check.

22.4 The outcomes of the recruitment process must be communicated to the successful candidate by the Director for Human Resource Management through a letter signed by the Head of Department.

22.4.1 The signed letter referred to on paragraph 22.4 must clearly include paragraph 9.3 of the directives on other remunerative work outside the employee's employment in the relevant department as contemplated in section 30 of the Public Service Act, 1994.

Paragraph 9.3 of the Directives states that, during the recruitment process, candidates must be informed that they should stop all other remunerative work before being appointed into the public service. After appointment, they may request permission to perform other remunerative work as per this Directive.

- 22.5 The letter to the successful candidate must be forwarded on the day the Director for Human Resource Management receives the outcome from the Head of Department.
- 22.6 Where the Director discovers after assumption of duty that the certificates of the successful candidate are fraudulent, he or she will submit a written report to the Director for Security and Anti-Corruption and the Director for Risk Management and the Head of Department.
- 22.7 Communication to the unsuccessful candidates who were interviewed must be made within a month of assumption of duty of the successful candidate.
- 22.8 Upon the acceptance of the appointment by the successful candidate, the Director for Human Resource Management shall advise the Directors (or the relevant SMS member) of the following components in writing within three days of receipt of that confirmation:
- 22.8.1 Organizational Transformation and Human Resource Planning (and Auxiliary Services).
 - 22.8.2 Information and Communication Technology.
 - 22.8.3 Risk Management
 - 22.8.4 Internal Communication.
 - 22.8.5 Human Resource Utilization and Capacity Building.
 - 22.8.6 The component where the appointee will work.

23. APPOINTMENT IN THE OFFICE OF THE EXECUTIVE AUTHORITY

- 23.1 An Executive Authority may only fill vacancies in the Office of the Executive Authority in terms of section 9 of the Public Service Act

- 23.2 The term of office of the incumbent executive authority will terminate at the end of the first month after the month in which the term of that executive authority terminates for any reason or the period not exceeding three (3) years.
- 23.3 These posts can be filled in terms of appointment, transfer, or secondments.
- 23.4 The Executive Authority is only entitled to one private office when the EA oversees more than one Department, the provisions of the Ministerial Handbook will apply.

24. APPOINTMENTS OF FOREIGN NATIONALS

- 24.1 The appointment of foreign nationals must be limited to critical and scarce occupation.
- 24.2 Foreign nations who are not in possession of a permanent residence may only be employed temporarily in the department and in the provisions of the DPSA Directive on the employment of foreign nationals.
- 24.3 The employment of foreign nationals must be on a fixed term contract basis and the term must not exceed the term relevant to the work permit (unless the post is additional to the establishment, in which case it may only be filled for a maximum of twelve (12) months). The employment relationship must be on a full-time basis in funded vacant posts.
- 24.4 All applications applying for work permits must be provided with a letter of endorsement and certification in terms of section 19 of the Immigration Act by the Department to endorse the job offer and to certify their employability.

25. ROLES AND RESPONSIBILITIES

25.1 Line Managers

- 25.1.1 Identify the recruitment needs of their line functionaries.
- 25.1.2 Submit a request for filling of a vacancy/ job specification within a minimum of ninety days but not exceeding twelve (12) months to OD for verification of advert specification before it can be submitted to HRM.
- 25.1.3 Ensure that Employment Equity Targets are implemented during Recruitment and Selection Process.
- 25.1.4 Determine and confirm funding for the posts to be advertised in conjunction with budget section.

- 25.1.5 Ensure that an up-to-date job profile/ job descriptions for the posts to be advertised are done before the inclusion of such posts in the Departmental Annual Recruitment Plan
- 25.1.6 Ensure that job evaluation is done for posts before they are advertised.
- 25.1.7 Organise venue and catering for the interview.
- 25.1.8 Organise temporary support staff to an appointed SMS member he or she supervises if the Personal Assistant post of such a member is vacant.
- 25.1.9 Once the post has been filled, the line manager will ensure that a newly appointed employee integrates smoothly to the component by performing the following tasks:
 - 25.1.9.1 Identify office space for the officials to be appointed and report to the Director HRM before the employee assumes duties.
 - 25.1.9.2 Prepare communication tools (telephone, cell phones [where applicable])
 - 25.1.9.3 Prepare a compact disk or digital versatile disk with all transversal policies, Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations, any applicable cost containment measures, Organogram, Performance Management Templates and deliver to Director: Human Resource Utilisation and Capacity Building before the employee assumes duties.

25.2 **Director: Human Resource Management**

- 25.2.1 Ensure compliance with this policy and all employment regulations and legislation in the recruitment and selection process;
- 25.2.2 Submit the memorandum for appointment of panels in line with the recommendations from the relevant line manager to the Head of Department for approval
- 25.2.3 Submit weekly report to the Chief Director : Corporate Services on the progress of each post regarding recruitment and selection
- 25.2.4 Drafting and facilitating approval of the advertisement
- 25.2.5 Placement of the advertisement in media
- 25.2.6 Receiving and sorting applications;

- 25.2.7 Compiling the master-list;
- 25.2.8 Facilitate the appointment of Selection Committee;
- 25.2.9 Conduct reference checks on all shortlisted external candidates only
- 25.2.10 Consolidate the results and prepare submission for appointment.
- 25.2.11 Ensuring that the process is just and fair.
- 25.2.12 Invite all Labour Representatives at least three (3) days before the short-listing.
- 25.2.13 Communicating results of the process to both successful and unsuccessful candidates
- 25.2.14 Once the post has been filled, for employees of Assistant Director level and above, prepare a compact disk with useful information (e.g. Strategic Plan, Operational Plan, MEC Policy Speech, Latest AG Management Letters etc.)

25.2.15 Take new appointees to their office or workstation on the date of assumption of duty of the employee.

25.2.16 Facilitate awareness sessions on approved Recruitment and Selection Policy.

25.3 Selection Committee

25.3.1 To set selection criteria for shortlisting for the post to be filled in line with provisions of this policy.

25.3.2 Conduct short-listing of suitable candidates.

25.3.3 To determine interview questions on the date of the interview.

25.3.4 Conduct an interview for the post to be filled.

25.3.5 Recommend suitable candidate to be appointed.

25.3.6 Assist in the reply to any complaint or dispute against the decision of the committee.

25.4 Human Resource Official (HR Practitioner)

25.4.1 Prepare interview packs for the selection committee members.

25.4.2 Advise committee members on the recruitment regulations.

25.4.3 Advise committee members on Employment Equity Targets for the post to be filled.

25.4.4 Take minutes of the interview process.

25.4.5 Draft memorandum for the successful candidates.

25.4.6 Administer Oath of Secrecy forms (Confidentiality) for the Committee members.

25.4.7 Invite Labour Representatives as observers to the shortlisting and interview.

25.5 Organized Labour

25.5.1 A member of the organised labour will act as an observer to ensure fairness and transparency in the recruitment and selection process.

25.5.2 A member of the organised labour shall not actively participate in the actual recruitment process but are entitled to note all anomalies observed

during the process and raise them with the Committee Chairperson during the process concerned.

25.5.3 Organized Labour shall contribute to the development, implementation, and recommendation of changes to the recruitment and selection policy.

25.5.4 Organized Labour shall bring to the HR Divisions attention any concerns that their constituencies may have that the policy and process are not being applied properly.

25.6 Information and Communication Technology (ICT)

25.6.1 The DGITO shall ensure that the Departmental advertisement is loaded on the website of the Department

25.6.2 The DGITO shall, before the assumption of duties of employees:

25.6.2.1 Prepare the Information and Communication Technology tools.

25.6.2.2 Where the new ICT tools will not be available on the date of assumption of duty, arrange the availability of a used device for utilisation by the newly appointed official whilst awaiting the delivery of the new device.

25.6.2.3 Ascertain connectivity of the workstation of the newly appointed officials before the official assumes duty;

25.6.2.4 Setup an email account for the new appointee.

25.7 Risk Management

25.7.1 The Director: Risk Management shall advise the newly appointed employees on the processes and timelines for necessary disclosures.

25.8 Communication

25.8.1 The Director: Communication will assist in:

25.8.1.1 Communicating the post advert to all employees.

25.8.1.2 Communicating the list of new appointments to all staff after the assumption of duty of the new appointees.

25.8.1.3 The Director: Communication will facilitate the development and the updating of a booklet for welcoming a new appointee to the department.

25.8.1.4 The Director: Communication will ensure that the Departmental branding is made available to the appointed employee on the day of assumption of duty.

25.9 Auxiliary Services

25.9.1 Identify office space for the official to be appointed and report to Director: HRM before the employee assumes duties.

25.9.2 Allocate communication tools (i.e telephones, cellphones) on the day the official assumes duties.

25.9.3 Allocate parking bay and parking disc for qualifying official before they assuming duties.

25.9.4 Receives and records all applications received through the Post Office and submit them to Human Resource Management.

26. GRIEVANCES REGARDING RECRUITMENT PROCESSES

26.1 Grievances will be resolved in terms of the prescribed grievance procedure.

26.2 The appointing authority shall delay or stay the implementation of the recruitment and selection process pending the finalisation of the grievance in respect of the affected post.

27. MONITORING AND EVALUATION OF THE POLICY

27.1 The Unit responsible for the Special Programmes function shall monitor the implementation of this policy through annual reporting process.

27.2 The Unit responsible for human resource management shall provide monthly recruitment reports to the human resource planning unit for compilation of a statistical analysis report.

27.3 The Unit responsible for human resource planning function shall submit a quarterly report, to the Head of Department and Executing Authority, on trends with regards to the composition of the department in terms of race, gender and disability. The report will also contain an analysis of the department's personnel turnover and its vacancy rate.

28. COMMUNICATION / EDUCATION

28.1 The Recruitment and Selection Policy will be communicated throughout the department, to all its employees, using workshops, intranet, and workgroups.

28.2 A copy of the policy shall be uploaded on the website of the Department.

29. COMPLIANCE AND NON-COMPLIANCE

29.1 The Internal Audit Directorate and the Office of the Auditor-General will determine compliance with the policy.

29.2 It is the responsibility of the line manager concerned to administer compliance to this policy and non-compliance or failure to comply with this policy, including any arrangements which are put in place under it, will be investigated and may lead to disciplinary action taken.

29.3 In the event that one has not adhered to the approved policies, Consequence Management shall apply.

29.4 The selection committee shall be held accountable for non-compliance with the provisions of this policy.

30. GENERAL ISSUES

30.1 The Human Resource Management Unit shall budget for reasonable accommodation and other measures for applicants with disabilities, inclusive of the recruitment, appointment, and retention processes.

30.2 Reasonable accommodation and assistive measures are inclusive of assistive devices and technology, personal assistance, adaptations to the physical environment and furniture, sign language interpreters etc.

30.3 The human resource management unit shall ensure that where necessary all communication, including information, is available in formats (e.g., braille) that are accessible to persons with different types of disabilities.

31. APPROVAL OF THE POLICY

The policy will be recommended by the Head of Department (HoD) and be approved by the Member of Executive Council (MEC) as per departmental Delegations and the policy will become official on the date it is signed by the Executing Authority, being the MEC for Cooperative Governance and Traditional Affairs.

32. REVIEW OF THE POLICY

The policy will be reviewed and amended in line with future legislative promulgations and collective agreements when a need arises. The development of this Policy is a dynamic process and that it may require revision from time to time. The policy should be reviewed on a three-year period unless there are changes in the legislation.

33. VERSION CONTROL AND CHANGE HISTORY

Version Control	Date Effective	Approved By	Amendment
Start from	YYMMDD (The date the policy takes effect)	Contact person – full name & title.	
2010	19 March 2010	Hon. Sicelo Gqobana (MEC)	
2012	29 March 2012	Hon. Mlibo Qoboshiyane (MEC)	<p>Composition of committee removed from the procedure to the actual policy.</p> <p>Confirmation of union representative who sit in the interview committee should be in writing within three days.</p> <p>Years of work experience for level seven (7) to be two (2) years.</p> <p>Venue for interviews to be disability compliant.</p> <p>Department to give priority consideration to interns for appointment in entry levels.</p> <p>Policy review changed from one year to every second year or when there are materialistic changes in the enabling legislation.</p>
2017		Hon. Fikile D. Xasa (MEC)	
2018		Hon. Fikile D. Xasa (MEC)	Annexure “A” Generic Minimum Requirements for Positions
2021		Hon. X.E Nqatha	
2023		Z. A. Williams	<p><u>Problem Statement-</u> the statement is new, previously it was the Preamble</p> <p><u>Objectives of the Policy-</u></p> <p>4.1 To ensure fairness and justice</p> <p>4.2 To achieve equity and promote diversity in the workplace.</p> <p><u>Scope and Applications –</u> Inclusion of SMS Members</p> <p><u>Minimum Entry Requirements</u> SMS Requirement: Pre-entry Certificate for the Senior</p>

		<p>Management Service as endorsed by the National School of Government (NSG). 15.9</p> <p>Minimum Entry Requirements were also incorporated into the Policy not set out as an Annexure as it was the previously the practice.</p> <p><u>The Selection Committee:</u> The selection committee shall utilize the following short-listing criteria to adhere to a manageable size of no less than three (3) candidates and no more than ten (10) candidates for a post.</p> <p>Selection committees shall be drawn from employees from Assistant Director level and above in line with the Human Resource Delegations.</p> <p>The chairperson of the selection committee who shall be an employee, shall be of at least a grade higher than the grade of the post to be filled and in the event that the Head of Component within which the vacant post is located is graded lower than the vacant post, such head may be the member of the selection committee.</p> <p><u>Principles underlying the Recruitment and Selection Process</u></p> <p><u>Job Descriptions and Job Evaluation- New Clause</u></p> <p><u>Advertisement</u> – Alignment to the Public Service Regulations and the Provincial Recruitment and Selection Policy 2018</p> <p><u>Processing of Applications</u> – Addition of E-Recruitment as another form to be utilised during Recruitment and Selection and also alignment to the Provincial</p>
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			<p>Recruitment and Selection Policy 2018</p> <p><u>Utilization of Employment Agencies</u> – Aligned to the Provincial Recruitment and Selection Policy 2018</p> <p><u>Head Hunting</u> – Aligned to the Provincial Recruitment Policy 2018</p> <p><u>Competency Assessment</u></p> <p><u>Submission of selection Results:</u></p> <p>A submission to the HOD must be in line with the regulatory framework and be submitted to the HOD within three (3) working days after the sitting of the selection committee.</p> <p><u>Appointment</u> - Alignment to the Public Service Regulations -2016</p> <p>Appointment in the Office of the Executive Authority</p> <p>Roles and Responsibilities</p> <p>Grievances regarding Recruitment Process</p> <p>Compliance and Non-Compliance</p> <p>Selection committees shall be drawn from employees from Assistant Director level and above in line with the Human Resource Delegations.</p> <p>Roles and Responsibilities:</p> <p>(Office and Auxiliary Services)- Allocate communication tools (i.e telephones, cellphones) on the day the official assumes duties.</p> <p><u>Monitoring and Evaluation of the Policy</u>- The Unit responsible for the Special Programmes function shall</p>
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		<p>monitor the implementation of this policy through annual reporting process.</p> <p><u>General Issues</u></p> <p>The Human Resource Management Unit shall budget for reasonable accommodation and other measures for applicants with disabilities, inclusive of the recruitment, appointment, and retention processes.</p> <p>Reasonable accommodation and assistive measures are inclusive of assistive devices and technology, personal assistance, adaptations to the physical environment and furniture, sign language interpreters etc.</p> <p>The human resource management unit shall ensure that where necessary all communication, including information, is available in formats (e.g., braille) that are accessible to persons with different types of disabilities.</p>
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