

Western Cape Education Department

*Practical guide to the recruitment,
selection and appointment of Institution-
Based Public Service Employees*

1. **PURPOSE:**

To standardise and provide guidance and support to Institutions and School Governing Bodies in respect of the recruitment, selection and appointment of Institution-Based Public Service employees.

2. **REGULATORY FRAMEWORK:**

- Public Service Act of 1994
- Public Service Regulations, 2016
- South African Schools Act, 84 of 1996
- Employment Equity Act, 55 of 1998
- Labour Relations Act, 66 of 1995
- Western Cape Education Department (WCED): Departmental Policies

3. **BACKGROUND:**

The recruitment process in respect of Institution-Based Public Service posts was managed as a manual process. To ensure improved service delivery the advertising, recruitment, selection and appointment process was amended. This document provides the guidelines for schools to follow with the main objective to:

- ensure that the recruitment and selection process is fair, transparent and evidence based;
- recruit suitably qualified people with an attitude to serve; and
- apply the principles of employment equity as envisaged in the Employment Equity Act.

4. **ADVERTISING:**

4.1 Only vacant/funded posts on the staff establishment of a school may be advertised.

4.2 Excess employees must be considered first, before a post is advertised for permanent filling.

4.3 All adverts for the posts of: Administration Clerk, General Foreman, Household Supervisor, Senior Household Supervisor must be captured via the E-Recruitment System, following the process below:

- a) Log on to the SGB's profile on E-recruit
- b) Click on the SGB button
- c) A list of posts that are vacant, according to the establishment of your school will appear. Choose which of these posts to advertise. Where a specific post is still in the process of being filled, it will show vacant on your establishment and appear here, but you will not activate it for advertisement.
- d) Click on request an advert
- e) Indicate the reason for requesting the post
- f) Choose the category of the post that will become vacant (see drop-down menu)
- g) It now appears on the landing page and can be advertised in the usual manner (same as educator posts)
- h) Click on the green pen.
- i) E-recruit will make it mandatory for you to read and acknowledge the content of the Job Description

- j) The Key Responsibility Areas (KRA's) will appear - acknowledge that you've read it at the bottom of the screen.
- k) Next, the inherent requirements and qualifications will appear –acknowledge that you read the requirements at the bottom of the screen.
- l) The generic requirements of the post have now been dealt with. Continue to specify the unique needs of your school in terms of this vacant post that you are advertising.
- m) Capture any additional requirements not reflected in the job description e.g., Bursary administration
- n) Capture any other duties: e.g., drive the school bus

4.4 Adverts for the post categories: General Assistant and Household Aid, Farm Aid and Nurses can be advertised via the normal advertising process followed by schools for contract posts. The nomination will be processed as a permanent appointment. Alternatively, these posts can be advertised via the E-Recruitment System following the above steps.

4.5 Schools must comply with the job descriptions applicable to each job category. Deviations are not allowed.

5. SHORTLISTING:

5.1 The school governing body is responsible for the recruitment, selection and nomination process.

5.2 Appointments are approved at Head Office at the Directorate: Recruitment and Selection.

5.3 All applicants whom, by the closing date of the advertisement, qualify in terms of the requirements of the post, shall be considered when compiling shortlists for interviews.

5.4 Applicants who do not meet the minimum requirements as advertised, will be disqualified during the pre-screening process.

5.5 The Interview Committee must compile a shortlist on the basis of uniform screening criteria, aligned to the advertisement. During the process, only relevant information provided in the application and/or Curriculum Vitae (CV), may be taken into account in order to rank the candidates.

5.6 The Employment Equity numerical targets, as reflected in the department's Employment Equity Plan, shall be taken into consideration in the shortlisting process.

5.7 In order to compile the shortlist, the selection committee must set a minimum qualifying threshold (percentage as agreed) and minimum qualifying short list score to be achieved to identify those applicants/candidates who will be shortlisted for interviews.

5.8 Shortlists must be certified by the chairperson of the selection committee, prior to notifying the shortlisted candidates and subsequent arrangements for interviewing.

6. INTERVIEWS:

6.1 The interview process is focused on obtaining clarity and more information on specifically identified areas of an applicant's candidature and to confirm the areas of competence as required for a specific position.

- 6.2 Candidates must be given 5 days' notice of the date, time and venue for the interview process as determined by the selection committee.
- 6.3 In order to compile the final nomination list, the selection committee must set a minimum qualifying threshold (percentage as agreed) and minimum qualifying interview score to be achieved to identify those applicants/candidates who could reasonably be expected to be able to successfully perform the functions of the post.
- 6.4 The final selection must be based on the minimum qualifying combined rating score to determine which candidate/ candidates are most suitable for the post.
- 6.5 Notwithstanding the final scoring of candidates who are suitably qualified, the selection committee must deliberate (taking all relevant information and consideration into account) and nominate the most suitable qualified candidate having considered the EE targets. If the nomination is not in line with the Employment Equity targets the selection committee must motivate their recommendation and provide for the deviation.
- 6.6 The recommendations of the Committee must be recorded, duly motivated and signed off by the chairperson of the Committee.

7. NOMINATIONS:

- 7.1 The interview Committee must record all proceedings (minutes and scoring of the shortlisting, interviews and nomination process) followed, and submit the names of the three top performing candidates identified in the interview process for appointment.
- 7.2 The Directorate: Recruitment and Selection shall assume responsibility for the monitoring and evaluation of compliance to applicable legislation.
- 7.3 Once procedural and substantive fairness is established, the nomination will be put forward to the delegated authority for consideration and approval.
- 7.4 In addition to establishing procedural and substantive fairness, the Directorate: Recruitment and Selection will conduct Personnel Suitability Checks. In line with the DPSA's Directive on Verifications, the following must be checked:
 - a) Criminal record;
 - b) ID/Citizenship verification;
 - c) Qualifications (where applicable);
 - d) Previous employment or reference checks.
- 7.5 Unfavorable findings on any of the verification results must be considered by the Appointment Authority (or delegated official), to determine possible impact on the requirement to be "fit and proper".
- 7.5 Any non-compliance shall be reported to the relevant Executive Authority or Head of Department.
- 7.6 Nomination documents must be uploaded via the E-Recruitment System for processing.

8. APPOINTMENTS:

- 8.1 Under no circumstances will a person be allowed to assume duty before a written employment offer has been issued and accepted.

8.2 Successful candidates will be required to serve probation as stipulated in the PSA and PSR. If the probationary appointment is not confirmed the Appointment Authority (or delegated official) may extend the probation period or dismiss the employee in accordance with the Labour Relations Act.

9. ASSISTANCE AND SUPPORT:

Schools may contact the Directorate: Recruitment and Selection for any additional support required.