



**agriculture &  
rural development**

Department:  
Agriculture and Rural Development  
North West Provincial Government  
REPUBLIC OF SOUTH AFRICA



# **DIRECTORATE: HUMAN RESOURCE MANAGEMENT**

## **RECRUITMENT & SELECTION POLICY**


**NOVEMBER 2025**



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**Agriculture and Rural Development**  
North West Provincial Government  
**REPUBLIC OF SOUTH AFRICA**



<b>Organisation</b>	<b>Department of Agriculture and Rural Development</b>
<b>Directorate</b>	<b>Human Resource Management</b>
<b>Policy</b>	<b>Recruitment and Selection Policy</b>
<b>Policy Ref No.</b>	<b>3/6/P</b>
<b>Compiled by</b>	<b>Human Resource Management</b>
<b>Approved by</b>	<b>Head of Department :</b>  <b>Signature</b> : 
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### 1. INTRODUCTION

- 1.1 The Department of Agriculture and Rural Development (“the Department”) recognises that identifying and recruiting suitably qualified individuals representing the diversity of the Provincial and South African population is essential for cost effective and responsive service delivery.

### 2. ABBREVIATIONS AND DEFINITIONS

**HOD** : Head of Department

**SMS** : Senior Management Services

**MMS** : Middle Management Services

**DPSA** : Department of Public Service and Administration



<b>SSA</b>	:	State Security Agency
<b>NWPG</b>	:	North West Provincial Government
<b>POPIA</b>	:	Protection of Personal Information Act
<b>Department</b>	:	Department of Agriculture and Rural Development
<b>Employee</b>	:	An employee includes all employees of the Department employed in terms of the Public Service Act of 1994, the Basic Conditions of Employment Act of 1998, as amended and includes contract workers, interns, volunteers and prospective employees.
<b>Internal Advert</b>	:	When a vacancy is advertised within the Department.
<b>Provincial Advert</b>	:	When a vacancy is advertised within the North West Provincial Government Departments.
<b>External Advert</b>	:	When the vacancy is advertised in the media (newspapers) and DPSA for the Public response.
<b>Recruitment Agency</b>	:	Agency that handles advertising of vacancies on behalf of the Department.
<b>Selection committee</b>	:	Officials nominated to conduct shortlisting and interview processes.
<b>Vacancy</b>	:	A vacant post on the departmental establishment in respect of which funding is available for its filling.
<b>SAQA</b>	:	South African Qualifications Authority

### **3. PURPOSE AND OBJECTIVES**

- 3.1.1 Attraction and appointment of suitably qualified applicants or employees to vacant posts within a reasonable time frame;
- 3.1.2 The achievement of a representative department through the recruitment and selection of suitably qualified applicants or employees in terms of the department's Employment Equity Policy, Employment Equity Plan and applicable legislation.
- 3.1.3 Consistency in the recruitment practice throughout the department.
- 3.1.4 Compliance with employment equity law and other applicable laws and regulations.
- 3.1.5 Delivery on the mandate of the department
- 3.1.6 Improved retention rates.

#### **3.2 The objectives of the Department with respect to recruitment are to:**

- 3.2.1 Strive to comply with the vision, mission and strategic intent of the department.
- 3.2.2 Attract, retain and develop quality employees.
- 3.2.3 Ensure a fair and transparent recruitment and selection practices.
- 3.2.4 Recruit the right people with the right competencies.
- 3.2.5 Establish a blend of skills that enhances the skills level of the department.
- 3.2.6 Ensure that the Department at all times has sufficiently qualified personnel to fulfil its staffing requirements.
- 3.2.7 Comply with the principles and targets as set out in the departmental Employment Equity Policy and Plan, as amended from time to time; and
- 3.2.8 Comply with any law or prescript / guidelines governing or impacting on recruitment and selection processes including the Constitution.

### **4. PRINCIPLES**

- 4.1 Employment practices shall ensure employment equity, fairness, efficiency and the achievement of a representative Department.



- 4.2 Affirmative action shall be used to speed up the creation of a representative and equitable public service and to give practical support to those who have been previously disadvantaged by unfair discrimination to enable them to fulfil their maximum potential.
- 4.3 Employment practices should maximise flexibility, minimise administrative burdens on both the Department, employee and generally prevent waste and inefficiency.

## **5. LEGISLATIVE FRAMEWORK**

- 5.1 The Constitution of the Republic of South Africa
- 5.2 Public Service Act, 1994, as amended.
- 5.3 Public Service Regulations, 2016 as amended.
- 5.4 Public Service Amendment Regulations, 2023
- 5.5 Guide for o Members of Executive
- 5.6 DPSA Directive on Professionalisation of the Public Service, Vol 1
- 5.7 Employment Equity Act, 1998
- 5.8 Code of Good Practice
- 5.9 Labour Relation Act
- 5.10 Basic Conditions of Employment Act, 1998
- 5.11 Skills Development Act, 1998
- 5.12 Promotion to Access to Information Act, 2000
- 5.13 Promotion on Administration Justice Act, 2000
- 5.14 Protection of Personal Information Act, 2013
- 5.15 Public Service Coordination Bargaining Council (PSCBC) Resolutions
- 5.16 SMS Handbook
- 5.17 DPSA Directive on HRM & D for Public Service Professionalisation & other related prescripts

## **6. SCOPE OF APPLICATION**

- 6.1 This policy is applicable to all the employees of the Department of Agriculture and Rural Development including prospective job applicants.



## **7. POLICY STATEMENT**

- 7.1 The Department is committed to utilise recruitment and selection practices that are based on merit, equity, objectivity, fairness and the need to redress the imbalances of the past so as to achieve a department that is broadly representative of designated and none designated groups.
- 7.2 The recruitment process should reflect the department's employment equity values and goals.
- 7.2.1 All phases of the recruitment process will support the recruitment of suitably qualified job applicants from diverse racial and other backgrounds with a view to giving them an opportunity to serve all the people of the province and ultimately, South Africa, with excellence and responsiveness.
- 7.4 Considerations of affirmative action will inform the entire recruitment process as per approved departmental Employment Equity plan.

## **8. POLICY PROVISIONS**

### **8.1 ADVERTISING OF VACANT POSTS**

- 8.1.1 A request to fill a vacant post shall be submitted by the Heads of the respective Directorates to the Directorate of Human Resource Management together with the draft advert and a signed job description of the position to be filled.
- 8.1.2 The Directorate of Human Resource Management shall confirm the existence of and funding for the vacancy and conduct quality assurance with regards to the draft advert in compliance with the relevant prescripts.
- 8.1.3 The consolidated submission seeking approval for advertising of posts as per requests received from respective directorates shall be prepared by the Directorate of Human Resource Management for approval as follows:



8.1.3.1 Salary levels 1 - 10 approval by the Head of Department.

8.1.3.2 Salary level 11 and above by the Executive Authority.

8.1.4 Posts will be advertised internally within the department (departmental circulars) and locally (local newspapers within respective districts), provincial administration and nationally (national newspapers) as follows:

- a) Elementary posts (salary levels 2 - 3), shall be advertised internally within the Department as well as the local newspapers in the area where the post is located and preference should be given to candidates in the local areas within the respective districts.
- b) Administrative and related posts (salary levels 4 - 8), shall be advertised internally within the Department only, and will be advertised within provincial administration if suitable candidates cannot be found.
- c) Administrative and related posts (salary levels 9 - 12), shall be advertised internally within the Department and Provincial Administration as well as the local newspapers.
- d) All technical posts to be advertised in the local and national newspapers as well as the Public Service Vacancy Circular.
- e) The Senior Management Services (SMS) posts shall be advertised nationwide in the newspapers and the Public Service Vacancy Circular.
- f) All posts advertisement earmarked for people with disabilities shall be circulated to the institutions of people with disabilities and the Provincial Disability Desk.
- h) All posts advertisements shall remain open/ in circulation for at least two weeks from the date of advertisement.



## **8.2 METHODS OF FILLING OF POSTS**

### **8.2.1 Internal Advertising**

- a) This will be achieved by means of a Departmental circular. The advert circular will be distributed / circulated in the department for internal advertising of posts.

### **8.2.2 Provincial Advertising**

- a) This will be achieved by means of a Provincial circular. The circular will be distributed/ circulated in the Provincial Administration throughout the North West Provincial Government Departments.

### **8.2.3 Media Advertising**

- a) Advertisement of the posts on national and local newspapers will be done through the recruitment agency contracted by the North West Provincial Government following a bidding process.

### **8.2.4 Head-Hunting**

- a) This method of recruitment may only be used to seek and identify suitable candidates for positions where extreme difficulties are experienced in finding suitably qualified candidates following the advertising of the posts at least internally and externally without success.
- b) The head-hunting method to be used following approval by the Executive Authority or his/her delegate.
- c) Head-hunting shall be done through the following:
- Referrals
  - Skills Database
- d) Candidates who are head-hunted shall be subjected to the same process/ criteria as those who applied for the advertised posts.

- e) Should the head-hunting process embarked through referrals and skills database be unsuccessful, the next step of head-hunting may be referred to a recruitment agency. The procurement procedure must be followed through consultation with the Directorate: Supply Chain Management in this regard.

#### **8.2.5 Recruitment for Short -Term Employment Contracts**

- a) Recruitment for short-term contracts employment contracts will be done through sourcing possible candidates from the department of labour database. The respective Directorates to send requests to Human Resource Management to facilitate the sourcing of a pool of possible candidates for short term employment contracts for approval process by the Executive Authority or his/her delegate.

#### **8.2.6 Recruitment from Organization for people with disabilities**

- a) The department will deliberately recruit people with disabilities by means of liaison with various organizations that concentrate on advising and/or are engaged in development work aimed at empowering people with disabilities.

#### **8.2.7 Creation of a pool of potential employees for advertised posts**

- a) A pool of potential employees will be created for a period of not more than three (3) months from the date of advertisement to fill any other vacancy in the department if 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 the selection processes has been followed.
- b) The Executive Authority or his /her delegate may fill a vacant post without advertising if :
  - i. the post can be filled by appointing a suitable candidate from a pool of potential employees created as indicated in (a) above, following receipt of a request for filling the vacancy and subsequent confirmation that the post is vacant and funded.



- ii. the post can be filled from the ranks of employees who have been declared in excess and are on a salary level linked to the grade of that post or,
- iii. the post is to be filled through a transfer of an employee in terms of section 14 of the Public Service Act.

### **8.2.8 Filling of posts in the Office of the Executive Authority**

- a) Filling of posts in the office of the Executing Authority/ Member of the Executive Council (MEC) shall be filled as follows:
  - i. Appointments in line with Section 9 of the Public Service Act, 1994 as amended and Guide for Members of Executive. The appointment of staff in the Private Office of the MEC will be linked to the term of office of the incumbent MEC which will terminate at the end of the month after the month in which the term of office of that MEC terminates for any reason.
  - ii. A transfer in terms of section 14 of the Public Service Act, provided that the employment status of the transferred employees as permanent or temporary, as the case may be, shall remain unaffected by the transfer.

### **8.3 BASIC INFORMATION OF AN ADVERTISEMENT**

- 8.3.1 All vacancy advertisement to be compliant with the prescribed format and relevant prescripts as follows:
- 8.3.2 Applications must include only a completed and signed new Z83 Form a recently updated, detailed Curriculum Vitae with the names of three referees and a copy of ID document.
- 8.3.3 The certified supporting documents will be required from the shortlisted candidates and be submitted by the candidates on or before the day of the interviews. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted) None-submission of supporting documents will result in the application being disqualified.

8.3.4 Non-South African citizens / permanent residence holders must attach certified copies of their permanent residence permits and those with foreign qualifications, should ensure that their applications are accompanied by certified copies of the qualifications and an evaluation.

8.3.5 Short-listed candidates will be subjected to the following:

- a) Security clearance and reference check and suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship or permanent resident verification, financial record checks, qualification/study verification and previous employment verification.
- b) Verification of academic records where a national senior certificate is not the minimum inherent requirement of the post
- c) Verification of any dismissal for misconduct and that can be done on the DPSA's Single Discipline Register and/or PERSAL before considering an applicant's suitability
- d) Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted).
- e) Verification of the registration with the Professional Bodies where it is part of the inherent requirements of the post.
- f) All shortlisted candidates are required to undertake two pre-entry assessments. One will be a Practical Assessment, and the other will be an Integrity (Ethical Conduct) Assessment.

8.3.6 The qualifications of selected candidates for a post of Head of Department shall be verified by the South African Qualifications Authority to determine the NQF level and validity.

8.3.7 In compliance with the Protection of Personal Information Act 4 of 2013 (POPIA), the Department of Agriculture assures all applicants that any personal information provided during the recruitment process will be treated with the utmost confidentiality and used solely for recruitment purposes. The privacy and data security of applicants are of

paramount importance to the department. By applying for any of the departmental post, the applicant consents to the collection, processing (including dissemination to third parties for purposes of verification of qualifications, credit record, criminal record, etc), and storage of personal information for recruitment and selection-related activities only. The Department is committed to safeguarding the privacy and maintaining the trust the applicant place in the Department.

8.3.8 Shortlisted candidates will be required and expected to be available for the assessments and interviews at a date, time and place as determined by the Department.

8.3.9 The advertisement must specifically state that applications will not be acknowledged and should also indicate that if an applicant has not been contacted within 3 months of the closing date of the advertisement, he/she should assume that the application was unsuccessful. It should also state that the department reserves the right not to make appointments to the advertised posts.

8.3.10 In the event that a post is to be re-advertised, the "new" advertisement must clearly state that it is a re-advertisement and that applicants who applied previously are at liberty to re-apply.

#### **8.4 RECEIPT OF APPLICATIONS**

8.4.1 The responsibility of receiving applications rests with the Directorate Human Resource Management. All applications received shall be registered, date stamped and profiled according to the departmental profiling template.

8.4.2 All applications received shall be recorded and profiled excluding late application which shall only be recorded as such.

8.4.3 Applications received late as result of the Posts Office shall be considered, only if received within five (5) working days after the closing date.

## **8.5 APPOINTMENT OF A SELECTION COMMITTEE**

8.5.1 The appropriate delegated authority shall appoint a Selection Committee, recommended by the Directorate/ Directorate Chief where the post which is advertised is located, to consider applications and make recommendations on appointment in the post.

8.5.2 The selection committee shall be appointed and approved for posts as follows:

- a) Salary Level 1 - 10, approval is granted by the Head of Department
- b) Salary Level 11 and above including SMS, approval is granted by the Executive Authority

8.5.3 The selection committee shall consist of at least four (4) and a maximum of five (5) members who are employees of a grade equal to or higher than the grade of the post to be filled or suitable persons from outside the Public Service. At least two members shall be technical experts conversant with the criteria relevant to the position.

8.5.4 The Chairperson must be Head of the Chief Directorate, Directorate and Sub-Directorate/ Division in which the post is located and must be at least of a higher grading than the post to be filled as follows:

- a) The post of SMS (Salary Level 13 - 14), the Head of the Department to be the chairperson of the selection committee.
- b) The post of Deputy Director/ equivalent, the Chief Director responsible for the programme where the post is located to be the chairperson of the selection committee.
- c) All posts at Salary Level 08 - 10/ equivalent, the Director responsible for the functions of the post to be the chairperson of the selection committee
- d) All posts at Salary Level 02 - 07/ equivalent the Deputy Director responsible for the functions of the post to be the chairperson of the selection committee

8.5.5 The composition of the Selection Committee should be balanced in terms of gender, race and where possible include adequate representation of designated groups.

- 8.5.6 The Selection Committee must also be inclusive, regarding the technical aspects of the job and must include member/s who have knowledge of the key performance areas of the post.
- 8.5.7 No relative of any applicant must at any stage form part of the recruitment and selection processes for advertised posts.
- 8.5.8 Should a member of the panel not be able to attend at short notice, the shortlisting/ interviews processes may proceed on condition that the selection committee consists of at least three (3) members, including the Chairperson and a technical expert conversant with the criteria relevant to the position.
- 8.5.9 The approved selection committee members must be the same committee that completes the selection process (shortlisting and interviews).
- 8.5.10 Representatives from the recognised Labour Organisations/Trade Unions in the department will form part of the recruitment and selection processes for posts on salary levels 1 to 12 and OSD's in observation status. The observer will be allowed to comment on procedural aspects of the process.
- 8.5.11 They are therefore not permitted to provide any inputs/ comment and participate in the decision-making process.
- 8.5.12 Recognised labour organisations/ trade unions representatives must be informed of the short-listings and interviews at least five (5) working days in advance of such. Exceptional circumstances may require shortened notice periods to the employee trade unions representatives. If a representative chooses to attend, she/he must be present for the duration of the selection process.
- 8.5.13 Trade Unions must confirm the attendance of one representative at least one day prior to the shortlisting/interview date. In the event of non-confirmation and or not honouring the invitation, the shortlisting and interview process shall continue as scheduled.

8.5.14 Selection Committee for appointment of Head of Department shall consist of at least three (3) Members of Executive Council (MEC's) from the province as well as the Director General and chaired by the relevant member of the Executive Council (MEC).

## **8.6 SELECTION**

### **8.6.1 Preliminary Screening**

a) All applications received for Middle Management Services (MMS)/ equivalent and Senior Management Services (SMS) posts will be screened by the allocated HR Practitioner against the basic criteria in the advertisement.

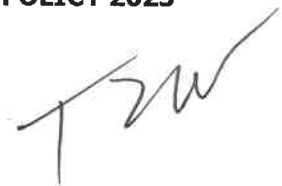
### **8.6.1 Shortlisting Process**

a) Once approval has been granted for the appointment of selection committee by the relevant authority, the selection committee shall conduct the short-listing of candidates for the advertised posts and the short-listing process should involve a short - listing criteria based on the post's requirements as per advertisement as well as the departmental employment equity plan.

b) The Selection Committee Chairperson shall ensure that all members of the Selection Committee are made aware and abide by the Public Service Conduct and relevant Departmental policies and procedures.

c) He or she shall advise the members of the committee and other personnel involved in the selection process of the confidentiality of the process and ensure that order is maintained throughout the process. Oath of Secrecy/ Confidentiality Forms shall be completed by each member of the Selection Committee, secretariat as well as trade union representatives.

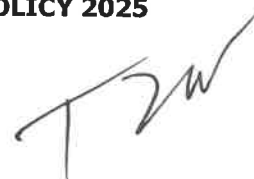
d) The relevant Human Resource Management personnel shall provide Secretariat/HR Support and advisory services during the selection process but shall not form part of the selection committee.



- e) The applications profile template shall be used for the short-listing process and Human Resource Management personnel who are providing support to the selection committee, shall record reasons for short-listing or not shortlisting each applicant.
- f) Only applicants who applied and have been profiled for the advertised post may be considered for short-listing and the selection committee shall make recommendations where after the Directorate of Human Resource Management / HR Support shall prepare a shortlist report for approval by the Executive Authority or his/her delegate, depending on Departmental Human Resource delegations.
- g) The Directorate or component that advertised the post and where recruitment processes are under way shall be responsible for the arrangement of refreshments for panel members during short listing and interview processes if need arises.
- h) The department may exercise its discretion not to make any recommendations at all if there are no suitable candidates. If the selection committee is unable to recommend suitable candidates for short-listing from those who applied, the Executive Authority or his/her delegate may, after that shortlisting process has been completed, approve the head-hunting of a minimum of three (3) persons with the requisite competencies and subject such persons to the same selection processes as those who applied.
- i) If the Executive Authority or his/her delegate does not approve a recommendation of the selection committee, he or she shall record the reasons for his/her decision in writing.
- j) No expectation promises, and communication must be created and directed to the candidates at any intermediate phase of the process to fill posts until the formal written approval of the Executive Authority or his/her delegate has been granted.

### **8.6.3 Selection - Interviews Process**

- a) Short-listed applicants must be invited verbally and in writing to attend the interview at least five (5) working days before the date of the interviews and invitations must specify all the relevant information regarding the interviews, such as the date, venue and time.



- b) All administrative arrangements for the interviews must be done simultaneously to avoid delays on the date of the interviews.
- c) The selection committee under the guidance of the Chairperson shall formulate interview questions during the caucus session on the day of the interview and discuss them with the committee prior to the commencement of the interview.
- d) The committee shall agree on the procedure to follow during the interview and to objectively determine the suitability for appointment of the various candidates.
- e) The interview shall be structured, and all candidates should be subjected to the same selection instrument or techniques which should include the undertaking of two pre-entry assessments i.e the **Practical Assessment**, and the **Integrity (Ethical Conduct) Assessment**.
- f) The **Selection Committees will score both assessments** as an additional criterion in the interview process, to determine the candidate's suitability based on post technical and generic requirements. The assessment types are clarified as follows:
  - i) **Practical Exercise Assessment:** Candidates shall undertake a practical exercise as part of the assessment method to determine their suitability based on the post's technical and generic requirements. **The assessment must comprise a formal test to determine a candidate's proficiency in core functions and the technical dimensions specified in the job advertisement.**
  - ii) **Integrity (Ethical Conduct) Assessment:** Candidates shall undertake this assessment method to determine his/her grasp of the ethical principles, ethical decision-making abilities, and ethical standards relevant to public service. The assessment includes the following:
    - a) **Oral Examinations:** Implementation of a scenario-based interviews where the candidate and proposed courses of action to assess their ethical judgement.



- b) **Computer-based Assessments:** Utilising of the ethical reasoning tests that simulate the real-world challenges, asking the candidates to prioritise or choose between multiple ethical principles. Score and analyse responses to identify ethical competencies.
- c) **Written Evaluations:** Require the candidates to complete the written assignments that explore ethical theories, codes of conduct in public service, or ethical challenges in the past roles. Evaluate their understanding and application of ethical framework.
- g) The selection committee will recommend the suitability of a candidate only after considering the outcome of the interview performance and record reasons for its decision. The employment equity representivity of the component or category of where the post is located should also play a role in this regard.
- h) The recommendation to appoint should not only be based on scores as determinants of the best candidate but the observation and the assessment by the panel should be of paramount importance and that the panel should at the end of the interview, recommend a pool of appointable candidates.
- i) The selection committee should at most recommend a maximum of three (3) appointable candidates for a single post in order of preference to the Executive Authority and his/her delegate, as based on the recommendations. The Executive Authority and his/her delegate will then make a decision to approve the appointment of a candidate out of the preferred recommended appointable candidates.
- j) If the Executive Authority and his/her delegate does not approve a recommendation of the selection committee, he/she shall record the reason for his/her decision in writing.
- k) Should the candidates who was approved for appointment decline the employment officer, the Directorate Human Resource Management shall in consultation with the selection committee chairperson prepare a submission to the delegated authority to consider the appointment of another candidate from a pool recommended candidates who were found appointable.

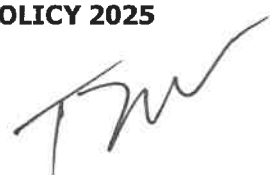
- l) No applicant shall be recommended for permanent appointment unless he or she is a South African Citizen or a foreign national with permanent residence documentation while all other foreign nationals may be appointed on contract/temporary if they have obtained a work permit.
- m) Candidate short-listed and invited for the interview but later withdraws his/her candidature, shall do so in writing.

### **8.7 PERSONNEL SUITABILITY AND REFERENCE CHECKS**

- 8.7.1 All short-listed and interviewed candidates shall be subjected to security clearance and Personnel Suitability and Reference Checks (Criminal Record Check, Citizenship Verification, Financial/Asset Record Checks, Qualification/study verification and previous employment verification etc as per items 8.3.5 & 8.3.6 above must be carried out on all shortlisted candidates by the Directorate of Human Resource Management with regards and all candidates recommended for appointment.
- 8.7.2 The appointed candidates should be subjected to the vetting processes State Security Agency (SSA) within three (3) months of employment and should the process present negative outcomes, the employment contract of the affected employee will be terminated with immediate effect.

### **8.8 APPOINTMENT**

- 8.8.1 The Directorate of Human Resource Management shall prepare a submission/interview report which is to be signed by the chairperson of the committee on the recommendation of the selection committee.
- 8.8.2 The submission shall be submitted to the Executive Authority or his/her delegate for approval of the appointment of a suitable candidate as follows:
  - a) Salary Level 1 - 10, approval is granted by the Head of Department
  - b) Salary Level 11 and above including SMS, approval is granted by the Executive Authority



8.8.3 The Executive Authority or his/her delegate may disapprove the recommendation of the interview committee. He/she must record reasons thereof and inform the Human Resource Management component and the interview committee chairperson the reasons for disapproving in writing.

8.8.4 Once approval has been granted, the Human Resource Management component shall prepare in writing an offer of employment detailing the conditions of appointment. The commencing salary on appointment to be the minimum notch of the salary of the post in line with Public Service Regulation, 2016 or as determined by the relevant Occupational Specific Dispensation, or unless approved otherwise.

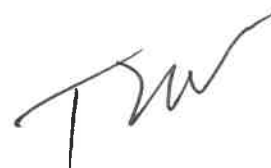
8.8.5 All applications, schedules, and submissions regarding the filling of the advertised posts will be kept in a safe place in the Human Resource Management Directorate.

8.8.6 All offers of employment (appointment letters) to have the following attachments, Employment Offer Acceptance Certificate, WP1002, i.e nomination of beneficiary, Banking Details Form, Personal Verification Form, Service Bonus Selection Form as well as Housing Allowance application form before being handed over to the successful candidates for completion of the attachments. Pension form Z125 - to be completed by all transfers into the department.

8.8.7 Induction on internal departmental policies, procedure guidelines and processes to be done on quarterly basis considering number of new appointments made, however, on the job induction to be conducted by the immediate supervisor of the newly appointed employee.

## **8.9 SMS COMPETENCY ASSESSMENTS**

8.9.1 All candidates considered for appointments at SMS levels shall, in addition to an interview and a technical exercise, be required to undergo a generic managerial competency assessment in compliance with the Department of Public Service and Administration (DPSA) Directive on the implementation of competency-based assessment to be conducted by an agency accredited by DPSA.



## **8.10 THE PRE-ENTRY CERTIFICATE FOR THE SENIOR MANAGEMENT SERVICE (SMS) (NYUKELA CERTIFICATE)**

8.10.1 A candidate recommended for appointment in an SMS post may only qualify for an appointment if he/she has successfully completed an SMS pre-entry programme (Nyukela) and obtained a certificate for Nyukela.

8.10.2 An executive authority shall ensure that before the approval of any appointment to an SMS post, the candidate for such a post shall have completed and provided the Department with the Nyukela Certificate.

8.10.3 The recommendation to appoint should not only be based on scores and competency assessment as determinants of the best candidate but the observation and the assessment by the panel should be of paramount importance.

8.10.4 Persons recommended for appointment to the Senior Management Services posts will be required to sign a performance agreement and employment contract.

## **9. OTHER GENERAL CONDITIONS**

9.1 Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed disciplinary proceedings will be instated against him/her.

9.2 The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

## **10. DISPUTE RESOLUTION**

10.1 Each grievance will be attended to in accordance with the stipulated time frames of the current dispute resolution mechanisms.

## **11. MONITORING, EVALUATION AND REVIEW**

- 11.1 The Directorate of Human Resource Management shall monitor and ensure adherence to the provisions of this policy. All managers and supervisors are responsible for consistent and proper implementation thereof.
- 11.2 This policy is subject to review every five years or when necessary to ensure that it is aligned to current legislation and working conditions. When this policy is amended, the amended policy will therefore supersede this one.

## **12. RELATED POLICIES**

- 12.1 The policy should be read together with all other relevant human resources policies. Ministerial directives will take precedence over any provision of this policy should there be any contradiction.

## **13. COMMENCEMENT OF THE POLICY**

- 13.1 This policy shall be implemented by the Department with effect from the date of approval and signature by the Head of Department.

