

Feedback: Policy Task Team Meeting - 26 May 2022

Members are aware that a policy task team was established by the Departmental Bargaining Chamber to allow for discussion of the policies between parties before consideration by the Chamber. Two policies are currently being considered by the task team, namely the Job Evaluation and Recruitment and Selection Policies.

Job Evaluation Policy

The employer tabled proposed amendments for labour's consideration and further inputs. The policy was also circulated to members for their inputs that were included as part of labour's contribution. The policy discussion could not be concluded as there were disagreements pertaining to certain policy provisions, despite the motivation by labour.

One example of the disagreements is the employer's insistence to use the word 'may' instead of 'must' when it comes to the involvement of job incumbents. The policy proposes that the employer must have discretion whether to involve job incumbents, whilst labour feels strongly that incumbents must be involved in the job evaluation exercise. The employees are fully aware of their responsibilities and requirements, and their inputs would be critical for the current job evaluation exercise. As a consequence, the stance of labour that the involvement of incumbents should not be negotiable. The employees are the experts when it comes to their roles and would enrich the job evaluation process.

It was shocking that the employer wanted to implement the policy that was still under consultation. Labour rejected the proposal as it defies logic. It was subsequently agreed that a follow-up meeting must be scheduled for 1 June 2022 where the Recruitment and Selection Policy will also be discussed. The latter policy was also circulated to members for inputs. Members are still requested to submit their inputs to Gracia.rikhotso@psa.co.za or 082 880 8963 (whatsapp).

Employees who want to join the PSA can visit the PSA's website (www.psa.co.za), send an email to ask@psa.co.za, or contact PSA Provincial Offices.

GENERAL MANAGER



stats sa

Department:
Statistics South Africa
REPUBLIC OF SOUTH AFRICA

Job Evaluation Policy

(Revised_8 October 2021)

Direct any enquiries regarding this policy to:
Chief Director: Strategy, Operation and Organisational Development (SOOD)
Stats SA, Private Bag x44, Pretoria, 0001, South Africa.

This done and signed in Pretoria on behalf of Statistics South Africa as the employer on the

..... day of 20.....

Risenga Maluleke
Statistician-General

REGULATORY FRAMEWORK AND MANDATE

Regulatory framework
<ul style="list-style-type: none"> • Public Service Act, 1994, as amended • Public Service Regulations, 2016 • Labour Relations Act, 1995, as amended
Mandate
<p>Public Service Regulations (PSR) provide government departments with the authority to conduct job evaluation for their jobs using system prescribed by the DPSA, and to comply with applicable job evaluation measures determined by the Minister of the DPSA from time to time.</p>
Normative references
<ul style="list-style-type: none"> • Code of Remuneration (CORE) • Job Title System • Resolutions from the Public Service Coordinating Bargaining Council (PSCBC) • Resolutions from the General Public Service Sectoral Bargaining Council (GPSSBC) • Directives from the Department of Public Service and Administration (DPSA)
Amendments
<p>No amendment shall be effected on this policy without prior consultation with Stats SA's Departmental Bargaining Chamber.</p>
Substitution
<p>This policy replaces the Job Evaluation Policy, which was approved by the Statistician-General on 22 May 2016.</p>
Implementation
<p>This policy shall come into effect from the date of approval.</p>

Distribution list
1. Staff in the Chief Directorate - Strategy, Operation and Organisational Development (SOOD)
2. Policy Coordination unit
3. Chief Directors' Forum
4. Departmental Bargaining Chamber
5. Executive Committee
6. Statistician-General

Table of Contents

1.	Introduction.....	6
2.	Definitions and abbreviations.....	6
3.	Purpose and objectives.....	7
	3.1 Purpose.....	7
	3.2 Objectives.....	7
4.	Scope of application.....	7
5.	Principles.....	7
6.	Policy provisions.....	8
	6.1 Job content, requirements and title.....	8
	6.2 Requests for job evaluation of the job.....	8
	6.3 Evaluation of the job.....	8
	6.4 Outcome of the job evaluation.....	9
	6.5 Appeal.....	11
	6.6 Other directives.....	11
7.	Role players.....	11
	7.1 Roles and responsibilities.....	11
8.	Delegation.....	12
9.	Controls.....	12
	9.1 Monitoring.....	12
	9.2 Reporting.....	12
	9.3 Review.....	12
10.	Compliance and non-compliance.....	12
11.	Code of conduct.....	13
12.	Dispute resolution.....	13

1. Introduction

The Public Service Regulations provides that an Executive Authority or his/her delegate may evaluate or re-evaluate any job in his/her department, except jobs evaluated by the Department of Public Service and Administration and jobs determined in terms of Occupation Specific Dispensation. Statistics South Africa is committed to implement the job evaluation system as credibly, effectively and efficiently as possible. This system is considered important to provide evidence-based information for salary level determination as well as to provide a basis to compare a job with others.

2. Definitions and abbreviations

- Benchmarking:** Comparison of the new job or job under review with other similar jobs.
- Client:** Manager and/or jobholder concerned.
- Manager:** Line manager responsible for the job which is under evaluation.
- Jobholder:** Employee occupying the job which is under evaluation/ evaluated.
- DDG:** Deputy Director–General
- DPSA:** Department of Public Service and Administration
- JE:** Job Evaluation - A systematic process of evaluating a job to determine the relative value or weight of the job. This involves a job analysis approach, which breaks down each job into component factors and then scores each of these factors.
- JE Committee:** A committee appointed to moderate the evaluation of jobs.
- Job grading:** A process by which, based on the results of job evaluation, a job is placed at a particular grading/level.
- Job:** The basic duties, tasks, functions, competency requirements and responsibilities according to which one or more posts of the same grade are established.
- Job weight:** Numerical value calculated programmatically after completion of the questionnaire on the prescribed system.
- Post:** A post/s for which financial provision exists on the approved establishment.
- OD&JE:** Organisation Design & Job Evaluation (Directorate)
- OSD:** Occupation Specific Dispensation
- Prescribed system:** A system used in Public Service for job evaluation (as determined by the DPSA).
- PSCBC:** Public Service Coordinating Bargaining Council
- PSR:** Public Service Regulations
- SG:** Statistician-General
- SOOD:** Strategy, Operation and Organisational Development (Chief Directorate)
- Stats SA:** Statistics South Africa

3. Purpose and objectives

3.1 Purpose

The purpose of this policy is to ensure that each job has a job description and is appropriately graded to achieve equal remuneration for jobs of equal value within Stats SA as per DPSA directives.

3.2 Objectives

The objectives of this policy are:

3.2.1 To establish a fair, equitable and transparent job evaluation; and

3.2.2 To promote consistency in job grading.

4. Scope of application

This policy applies to all permanent and contract jobs.

5. Principles

5.1 All new jobs must be evaluated before being advertised and filled.

5.2 JE is about the weight of the job and not about the jobholder's performance or competencies. This means that a job outcome shall be reflective of the content and requirements of the job and not about the attributes nor career of the jobholder.

5.3 The application of the JE system must at all times be objective and fair. The job must be evaluated based on available evidence (as is) and not on ideal or future projections.

5.4 Vacant posts shall be advertised and filled in line with job evaluation outcomes and not based on remuneration of other or previous jobholders which is/was higher due to factors such as (a) grade progression; (b) granting of higher salaries to attract or retain skilled personnel; and (c) grading of the job or change of grading following review of the job.

5.5 Benchmarking

5.5.1 Clients or OD&JE may voluntarily benchmark the job internally and/or externally, in order -

- a. To have in-depth understanding of the job;
- b. To better organise the work activities;
- c. To identify strengths and weaknesses of the job content;
- d. To improve objectivity in the design or redesign of the job;
- e. To keep up-to-date with trends and latest developments in the field; and
- f. To promote comparability of jobs, where possible, to encourage standardisation, consistency, etc.

5.5.2 Compulsory benchmarking of the job relates to compliance to jobs evaluated by DPSA whose grading outcomes is binding to government departments.

6. Policy provisions

6.1 Job content, requirements and title

6.1.1 The authority to determine the job content, job requirements and job title rests with the relevant Manager. However, such determination must be in line with applicable regulations and policies.

6.1.2 Manager developing the job description

The Manager must invite written inputs from the jobholder when developing and reviewing the job description. The Manager must consider inputs and give written feedback to the jobholder.

6.1.3 Jobholder requesting review of the job

The jobholder must request a review of the job in writing and must provide motivation for such a request. The Manager must consider the request and provide written feedback to the jobholder within a month from the date of receipt of the request.

6.1.4 Feedback on jobholder's inputs or request for review of the job (clause 6.1.2 and 6.1.3 above)

6.1.4.1 If the jobholder agrees with the feedback, then the Manager will proceed to make a submission for the job evaluation if required.

6.1.4.2 In a case of non-sms employee who disagree with the feedback –

- a. The jobholder must in writing motivate for his/her disagreement within two (2) weeks upon receipt of the feedback.
- b. The relevant Director must within two (2) weeks consider the submission and then give final decision.
- c. If jobholder disagree with the Director's decision, s/he must within two (2) weeks lodge an appeal with the relevant Chief Director.
- d. The Chief Director must within two (2) weeks consider the appeal and then give final decision on appeal.
- e. If jobholder disagree with the appeal outcome, s/he may follow dispute resolution process.

6.2 Requests for evaluation of the job

All requests for job evaluation must be forwarded to the Chief Directorate: SOOD.

6.2.1 New job

If it is a new job, then job evaluation will proceed as outlined in clause 6.3 below.

6.2.2 Review of the job

The OD&JE must look into proposed changes and thereafter determine if there is substance to necessitate the evaluation, and provide feedback to the client concerned.

6.3 Evaluation of the job

6.3.1 Clients must compile a job description, and provide as much details as possible to ensure that the job content is clearly outlined.

6.3.2 The OD&JE may source additional information such as workflows, process maps, and any other document which s/he deem necessary in order to correctly analyse and evaluate the job. These sources are not compulsory but sourced at a discretion of the OD&JE who may also interview clients and request them to complete the job evaluation questionnaire as part of the job evaluation process.

6.3.3 Chief Directorate: SOOD reserves the right –

- 6.3.3.1 To conduct a work study investigation, as part of the job evaluation process, in order to gain more insight about the job and/or to verify content of the job description.
- 6.3.3.2 To sample line managers and jobholders for interview and/or completion of questionnaire in order to have a manageable size of participants, if such is deemed necessary.
- 6.3.4 The OD&JE shall present the grading results and report to the JE Committee for moderation, and thereafter a recommendation will be made to the SG.
- 6.3.5 Once the job has been evaluated, the following must be adhered to –
 - 6.3.5.1 Evaluated job descriptions must serve as a base document for advertisement of vacant posts.
 - 6.3.5.2 No changes must be made to the evaluated job description by managers and jobholders without approval of the OD&JE.
 - 6.3.5.3 At least once every sixty (60) calendar months, Stats SA shall review job descriptions and titles and, where necessary, redefine them to ensure that they remain appropriate and accurate.
 - 6.3.5.4 The job must be reviewed in line with clause 6.3.5.3 unless there is evidence that the job content has changed significantly and thus necessitating re-evaluation / re-grading.

6.4 Outcome of the Job Evaluation

6.4.1 Newly created job

Once the post is evaluated, then such a post may be filled through a recruitment process and/or lateral transfer in line with applicable policies.

6.4.2 Reviewing existing job

6.4.2.1 Vacant post

The vacant post should, after being reviewed, be filled through a recruitment process and/or lateral transfer in line with applicable policies.

6.4.2.2 Filled post

There are three (3) possible outcomes -

a. Equivalence (remain unchanged)

The grading outcome is the same as it was graded previously. In this case the affected jobholder must be informed in writing of such an outcome of the job evaluation.

b. Downgrading

This refer to overgraded posts where the grading outcome is lower compared to the previous grading.

(i) In this case Stats SA shall –

- redesign the job to equate with the grade of the post before it was graded; or

- reduce the grade of the post in line with the job weight and transfer the jobholder to another suitable post of an equivalent grade to the post that he or she occupied before it was regraded. Transfer of the jobholder must be in accordance with applicable regulations and policies.

(ii) In this case, the salary and benefits of a jobholder whose post has been downgraded shall not be reduced.

c. Upgrading:

This refer to undergraded posts where the grading outcome is higher compared to the previous grading.

(i) In a case where funds are provided in the department's budget and the MTEF, Stats SA shall increase the grade of the post to a higher salary level.

- In this case, the department shall continue to employ the jobholder in a higher-graded post without advertising the post subject to the following -

Firstly:

The jobholder must already be performing the duties of the post.

Secondly:

The jobholder must have received a satisfactory rating on his / her most recent and completed annual performance assessment.

In a case where jobholder's performance is not satisfactory, s/he must be upgraded after successful completion of training and improved performance to a satisfactory level. Should s/he fail, s/he may be transferred to a post with equivalent grading to his/her existing post.

Thirdly:

The jobholder must meet the inherent requirements of the post.

Lastly:

The jobholder must have been in the post for at least twelve calendar months.

- The higher salary applicable to the qualifying jobholder in the higher graded post shall take effect on the first day of the month following the month of approval.
- Salary of the qualifying jobholder shall be set at the minimum notch of the higher salary level.

(ii) In a case where sufficient funds are not provided in the department's budget and the MTEF, Stats SA shall –

- redesign the job to equate with the grade of the post prior to regrading; or

- transfer the jobholder to another suitable post of an equivalent grade to the post s/he occupied before it was graded.

6.5 Appeal

- 6.5.1 A jobholder and / or Manager concerned, may request that a decision emanating from the job evaluation be reviewed in a case where proof exists that critical information submitted during evaluation was not considered or was overlooked.
- 6.5.2 A jobholder / Manager directly affected by the evaluation of the job may appeal to the JE Committee. The appeal should follow the normal reporting channel in the Branch to the Committee.
- 6.5.3 The JE Committee will look into the presented grounds for appeal. If such grounds are accepted, then the OD&JE directorate will re-evaluate the job.
- 6.5.4 If the client is not satisfied with the outcome of the re-evaluation, then his/her appeal together with JE Committee's response will be forwarded to SG for a final decision.

6.6 Other directives

- 6.6.1 Stats SA shall implement the outcomes of a jobs coordinated, evaluated and graded by the DPSA.
- 6.6.2 Stats SA shall implement the outcomes of approved Occupation Specific Dispensation (OSD) for job categories as and when they are communicated by the DPSA.

7. Role players

7.1 Roles & responsibilities

7.1.1 Client

- i. The jobholder and/or Manager or a delegate must provide the necessary information, e.g. job description, signed structure, job evaluation questionnaire, and any other information which will assist the Job Analyst to evaluate the job correctly.
- ii. The manager who is accountable for the job and its content must attend the JE Committee sitting when invited to do so.
- iii. It is the responsibility of the managers to inform the jobholders of the approved job evaluation outcome.

7.1.2 OD&JE directorate

- i. The directorate will be responsible for job analysis and evaluation on the system.
- ii. The Job Analysts will ensure proper, objective and honest job evaluation in the equate system and must refrain from scoring manipulation.
- iii. The directorate will conduct internal and external benchmarking of jobs.
- iv. The directorate will advise and interpret policy, procedure and any relevant prescript regarding job evaluation.

- v. The directorate will implement applicable resolutions / directives from the DPISA.

7.1.3 JE Committee

The JE Committee must:

- i. Moderate the evaluation of jobs presented by the JE team.
- ii. Ensure that the JE process is objective, fair, and consistent.
- iii. Make a recommendation to the SG.
- iv. Operate within its approved terms of reference.

7.1.4 Statistician-General (SG)

The SG or his/her delegate has the authority to:

- i. Approve the recommended outcome of the job evaluation by the JE Committee or disapprove with reasons.
- ii. Ask for re-evaluation of the job by the DPISA in case he/she is dissatisfied with the grading results.
- iii. Appoint members of the JE Committee for Stats SA and such shall operate as a management committee.
- iv. Permit organised labour to attend committee meetings as observers. Each recognised union shall be represented by one (1) representative.
- v. Approve terms of reference for the JE Committee.

8. Delegation

Policy clause	Description	Role	Lowest rank of delegation	Remarks/ Notes
Human Resource Delegations for Stats SA	Approve the grading of jobs and of proposed new jobs in accordance with the job evaluation system.		Statistician-General	

9. Controls

9.1 Monitoring

The OD&JE Director shall monitor the implementation of this policy.

9.2 Reporting

The OD&JE Director shall report to the Chief Director: SOOD on the implementation of this policy as and when required.

9.3 Review

This policy shall be reviewed every three (3) years or as and when necessary.

10. Compliance and non-compliance

- 10.1 This policy must be complied with at all times.

- 10.2 Non-compliance with this policy will constitute misconduct and disciplinary procedures will be followed in dealing with such cases.

11. Code of conduct

The code of conduct as prescribed in the Public Service Regulations, 2016 is applicable in addition to other departmental provisions determined from time to time.

12. Dispute resolution

If there is a dispute about the interpretation and application of this policy, any party may refer the matter to council for resolution in terms of the dispute resolution procedure.



stats sa

Department:
Statistics South Africa
REPUBLIC OF SOUTH AFRICA

CS.HRM.002.01

Recruitment and Selection Policy

September 2020

Direct any enquiries regarding this policy to:
Chief Director: HRM&D
Stats SA, Private Bag x44, Pretoria, 0001, South Africa.

This done and signed in Pretoria on behalf of Statistics South Africa as the employer on the

..... day of 20.....

Risenga Maluleke
Statistician-General

Regulatory framework and mandate

Regulatory framework

- The Constitution of the Republic of SA, 1996
- The Statistics Act, 1999 (Act No. 6 of 1999)
- The Public Service Act, 1994, as amended
- The Employment Equity Act, 1998 (Act No. 55 of 1998), as amended.
- The Labour Relations Act, 1995 (Act No. 66 as amended by Act No. 12 of 2002)
- Basic Conditions of Employment Act, 1997 (Act No. 75), as amended.
- SAQA Act (Act No. 58 of 1995) and NQF Regulations, 1998
- The Skills Development Act, 1995 (Act No. 97 of 1995)
- The Public Finance Management Act, 1999 (Act No. 1 of 1999 as amended by Act No. 29 Of 1999)
- The Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)
- The Immigration Act No. 13 of 2011 as amended
- Protection of Personal Information Act, 2013

Mandate

Stats SA identified a need to develop a recruitment and selection policy as a management tool to regulate the recruitment process of Stats SA. To ensure that the process and its spirit is to employ quality employees with the necessary competencies, to satisfy the current and future needs of Stats SA.

Normative references

- Travel and Subsistence Allowance Policy.
- Policy on Probation.
- Bursary and Scholarship Administration Policy
- Internship Policy
- Training and Development Policy
- Public Service Code of Conduct
- Transfer and Secondment Policy
- Resettlement Policy
- Job Evaluation Policy
- The Public Service Regulations, 2016
- PSCBC resolutions
- DPSA circulars
- The Senior Management Service Handbook
- The Collective Agreements of the PSCBC and the GPSSBC
-

Amendments to this policy

This policy is an amendment to the Recruitment and Selection Policy, which was approved by the Statistician-General on 03 October 2014

DISTRIBUTION LIST

1. HRM & D Directors and Deputy Directors
2. Chief Director: Human Resource Management & Development
3. Provincial Corporate Services Directors
4. DDG: Corporate Services
5. Policy Coordination Directorate
6. Chief Directors Forum
7. Departmental Bargaining Chamber
8. Legal Services
9. EXCO
10. Statistician-General

Table of Contents

	<u>1. Introduction</u>	
	<u>2. Abbreviations</u>	
	<u>3. Definitions</u>	
	<u>4. Purpose and objectives</u>	
	<u>5. Recruitment plan</u>	
	<u>6. Advertisement</u>	
7. Shortlisting	4
	<u>8. Competency Assessment</u>	
	<u>9. Interview process</u>	
	<u>10. Conflict of interest of selection panel</u>	
	<u>11. Code of conduct of selection panel</u>	
	<u>12. Reference and background checks candidates</u>	
13. Security clearance	10
14. Utilisation of recruitment agencies	10
	<u>15. Headhunting (skills search)</u>	
16. Role players and stakeholders	11
	<u>17. Roles and responsibilities</u>	
	<u>18. Delegations</u>	
	<u>19. Monitoring and reporting</u>	
	<u>20. Non-compliance</u>	
	<u>21. Code of conduct</u>	
	<u>22. Deviation</u>	

1. Introduction

The Constitution of South Africa and relevant legislative frameworks, as listed in the Regulatory Framework, makes it mandatory for Statistic South Africa (Stats SA) to introduce recruitment processes that would achieve a diverse workforce based on the principles of objectivity, fairness and equity.

It is the intention of Stats SA to build a workforce of highly skilled and competent employees who will contribute in ensuring that Stats SA achieves its mandate.

It is therefore imperative that Stats SA develops a recruitment policy that supports the selection of employees who have necessary competency base and potential.

2. Definitions and abbreviations

Entry level:	Any job on salary level 6 and below.
Headhunting:	Searching for specific skills outside Stats SA
Long term contract:	Employment contract of three years and longer.
Management competency exercise:	A test which assesses generic managerial skills. This is a mandatory competency assessment for SMS.
Preferred candidate:	The top ranked candidate recommended by the selection panel for the post.
Reserve candidate:	The second ranked candidate/s recommended by the selection panel as appointable.
E-recruitment system:	A system onto which applicants apply for advertised positions.
Selection panel:	The panel established to conduct the interview and select the appropriate candidate for the post.
Technical competency:	A test based on the requirements of the job.
CD:	Chief Director
EEA:	Employment Equity Act
FTSM:	Facility, Transport & Security Management
GPSSBC:	General Public Service Sectoral Bargaining Council
HRM&D:	Human Resource Management & Development
NQF:	National Qualification Framework

POPI	Protection of Personal Information Act, 2013
PSCBC:	Public Service Coordinating Bargaining Council
SAQA:	South African Qualification Authority
SMS:	Senior Management Service
SSA:	State Security Agency
Stats SA:	Statistics South Africa
DDG:	Deputy Director-General

3. Purpose and objectives

The purpose of this policy is to establish rules to regulate the recruitment process of Stats SA and to ensure appointment of suitably qualified candidates as well as those with potential.

The objective of this policy is to adopt best human resources practices that will:

- 3.1 Enhance Stats SA's ability to attract applicants who have the abilities and aptitudes needed to add value to Stats SA;
- 3.2 Promote transparent, fair and objective recruitment.
- 3.3 Set norms, measures and guidelines that will allow Stats SA to appoint personnel with the necessary competencies and potential to satisfy the current and future needs of Stats SA.

4. Scope of application

This policy is applicable to all Stats SA employees appointed on permanent as well as long-term contract basis.

5. Principles

- 5.1 Jobs will only be filled when they are funded, graded and approved by the relevant authority.
- 5.2 Organised labour must be invited to the selection process as observers for posts below SMS and in the event they are not available, the interview process will continue in their absence and the records must reflect as such, in writing.

6. Policy provisions

6.1 Recruitment plan

- 6.1.1 The Director: HR Administration must develop a recruitment plan in consultation with line managers to ensure systematic planning of the recruitment process, on an annual basis.
- 6.1.2 Unanticipated vacancies arising from but not limited to resignations, death, etc. will be incorporated in the recruitment plan as and when they arise.
- 6.1.3 Funded vacant posts shall be advertised within six months after becoming vacant and be filled within twelve months after becoming vacant.
- 6.1.4 Any post that is not filled within twelve months from the date it becomes vacant, without any mitigating reasons, may be abolished within the directorate that it exists and be moved to directorates where there is a dire need.
- 6.1.5 As soon as a post has been allocated funding, the line manager must ensure that the Organisation & Establishment (O&E) form is completed and submitted to HRM&D.

6.2 Advertisement

- 6.2.1 Advertisements must be drafted to attract applicants with the necessary knowledge, skill, ability and aptitude to fill vacancies in Stats SA.
- 6.2.2 The applications of posts that were previously advertised may be considered to fill a similar post that is advertised for not more than 6 months from the date of advertisement to fill any other vacancy within Stats SA if:
 - 6.2.2.1 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
 - 6.2.2.2 The normal recruitment and selection process has to be complied with.
- 6.2.3 Advertisements must meet the following criteria:
 - 6.2.3.1 Non-discriminatory unless fair discrimination in terms of the Employment Equity Act is applied with the aim to promote representivity; i.e. where women and/or people with disabilities are targeted to fill the vacant position, the advertisement may state such preferred candidature.
 - 6.2.3.2 Attract suitable applicants.
 - 6.2.3.2 Contain adequate information to enable applicants to assess their own suitability with the provision of the relevant qualifications, the job title and key performance areas as identified in the job evaluation process;
 - 6.2.3.3 Be based on the inherent requirements of the job;
 - 6.2.3.4 Be in line with the salary level of the job in question; and
 - 6.2.3.5 All SMS posts must be advertised nationwide.
 - 6.2.3.6 All non-SMS posts must be advertised as a minimum, within the department, but may also be advertised in the public service, locally or nationwide
 - 6.2.3.7 When advertising a post outside the department, the advert must also be placed in the public service vacancy circular issued by the Department of Public Service and Administration.
 - 6.2.3.8 Stats SA has the prerogative not to fill an advertised post if operational circumstances change.

6.2.3.9 All post must be advertised with a closing period of 2 weeks, except where it is deemed to be of urgency.

6.2.3.10 Such urgency must be motivated and approved by the DDG: Corporate Services.

6.3 Shortlisting

6.3.1 The applicants will apply for the advertised positions on the E-recruitment system unless directed otherwise.

6.3.2 The E-recruitment system will screen the applications automatically based on the in-built ranking criteria.

6.3.3 The HR Administration official must verify whether the ranked applicants meet minimum stipulated requirements.

6.3.4 Short-listing shall also take into account EE targets in terms of numerical goals.

6.3.5 Relaxation of experience can only be applicable to entry level posts.

6.4 Competency assessment

6.4.1 Stats SA must subject applicants to a technical competency test and/or management competency test.

6.4.2 The technical competency exercise must be based on the requirements of the job and should not prejudice any group of applicants.

6.4.3 Technical competency exercise is part of the selection process and will be used to determine the suitability of the applicant.

6.4.5 In certain jobs such as Cleaners, Tea Lady, Driver, Data Capturer etc. whose core competence is technical ability, a panel should agree upfront that the weight of competence is more than the interview and such should be indicated on the recommendations.

6.4.6 The minimum score for level 8 and below is set at 50% and above in the technical competency test.

6.4.7 The minimum score for level 9 to 15 is set at 60% and above in the technical competency test.

6.4.8 Moderation of competency exercise may apply where necessary.

6.4.9 Both the technical competency exercise and SMS competency assessment must be conducted for all SMS members.

6.4.10 The SMS competency assessment cannot be used as a pre-screening tool.

6.5 Interview process

6.5.1 An interview panel must be established for each recruitment process.

6.5.2 The interview panel must comply with the prescripts of the Public Service Regulations, 2001 as amended.

6.5.3 The interview panel composition is set as follows:

6.5.3.1 A representative and cross-sectional panel based on their expertise in the work area in which the interview is conducted.

6.5.3.2 The panel shall consist of at least three panel members who are employees of a grading equal to or higher than the grading of the post to be filled.

6.5.3.3 The panel shall comprise of a chairperson of a grading higher than the post to be filled. In the event where the manager of the directorate concerned is at a lower grade than the vacant post, such a manager may be a member of the selection committee.

6.5.3.4 The Line Manager or a delegate from the work area where the post has been advertised must chair the interview.

6.5.4 The panel will be nominated in writing in consultation with the HRM&D Chief Directorate as follows:

6.5.4.1 Panel for positions on level 8 and below will be nominated by the Director and supported by the Chief Director concerned.

6.5.4.2 Panel for positions on level 9 to 13 will be nominated by Chief Director of the relevant chief directorate and supported by the Deputy Director-General in the relevant DDG branch, and

6.5.4.3 Panel for positions on level 14 will be nominated by the Deputy Director-General and supported by the Statistician-General.

6.5.4.4 The panel for positions on level 15 will be nominated by the Minister in consultation with the Statistician-General.

6.5.4.5 All panels for positions on salary level 13 and below shall be approved by **Director: Recruitment and Appointments** while those on salary level 14 and above shall be approved by the Statistician-General.

- 6.5.5 The interview panel must assess the suitability of applicants against post requirements and make a recommendation to the Statistician-General or his/her delegate.
- 6.5.6 The final shortlist for interviews shall consist of at least a minimum of three (3) candidates unless justifiable reasons exist for a lesser number. The reasons should be clearly recorded in the recommendations to be submitted for approval.
- 6.5.7 The interview score / ranking must be used to determine the suitability of the candidate except when 8.10 takes precedence. In case where there is a tie after consideration of all interview scores / rankings, the following shall prevail:-
- a) The technical competency assessment scores will be used to break the tie, or
 - b) A second round of interviews, with different panel members, may be undertaken.
- 6.5.8 In order to achieve EE targets, the selection panel may recommend a candidate from targeted group who is considered suitable or having potential provided he/she meets minimum requirements, i.e. In a case where a suitable pool of targeted candidates exist, preference must be given to such people. A candidate from the targeted group may receive preference over others, regardless of the ranking.
- 6.5.9 In the absence of a suitable candidate from targeted group, headhunting may be undertaken.
- 6.5.10 In cases where headhunting did not yield results, then other candidates outside the targeted group may be considered, for service delivery purposes.
- 6.5.11 The appointment of non-South African citizens shall be considered as follows:
- 6.5.11.1 Foreign nationals with proof of permanent residence may be appointed on a permanent post.
 - 6.5.11.2 Foreign nationals with work permits in the relevant field must only be considered for contract post which requires rare skills.
 - 6.5.11.3 A candidate with dual citizenship may be considered subject to relinquishing of one citizenship.
- 6.5.12 The selection panel must recommend at least two candidates, the preferred and the reserve candidate/s and where such is not possible the reasons must be clearly recorded and documented.

6.6 Conflict of interest of selection panel

6.6.1 The selection panel must maintain a high degree of professional ethos and must avoid a clash between their personal interests and that of Stats SA.

6.6.2 In the event where a panel member is related to, or is a friend of an applicant, such a panel member must:

6.6.2.1 Disclose the relationship to HR Administration Deputy Director or the HR Administration official prior to the date of the interview;

6.6.2.2 Advise the HRM&D Deputy Director or HRM&D: Recruitment and Appointments official timeously to get a replacement; and

6.6.2.3 Recuse himself/herself from the panel.

6.6.3 A panellist who is mentioned as applicant's referee may continue to serve as a panel member unless the relationship is personal and may therefore compromise his/her objectivity and fairness. However, the member may not provide reference check for a candidate being interviewed.

6.7 Code of conduct of selection panel

6.7.1 The panel must at all times abide by the provisions stated in the public service code of conduct and any other applicable provisions to promote good ethics and conduct.

6.7.2 Among others, panel members/observers must:

6.7.2.1 Execute their responsibilities honestly and with integrity.

6.7.2.2 Respect and protect confidentiality of information.

6.7.2.3 Take into consideration provisions of the Employment Equity Plan during the selection process.

6.7.2.4 Conduct themselves professionally at all times.

6.7.2.5 Refrain from conflict of interest and any act which is to the prejudice of Stats SA.

6.8 Reference and background check of candidates

6.8.1 In line with the National Vetting Strategy in the public service, verification of a candidate's information prior to appointment or the filling of a post, must include the following:

6.8.1.1 Criminal record checks;

6.8.1.2 Citizenship check / work permit;

6.8.1.3 Financial / asset record check;

6.8.1.4 Qualification / study check; and

6.8.1.5 Previous employment (reference) check.

6.8.2 The background check on job applicants must be conducted before issuing an applicant with an employment offer.

6.9 Security clearance

6.9.1 Stats SA will require recommended applicants to undergo security clearance by completing the security clearance form Z204 within 3 months after assuming duty.

6.9.2 All employees who are appointed on a permanent and long-term contract must be subjected to the security clearance

6.9.3 The security clearance will be conducted by the SSA through FTSM.

6.9.4 Stats SA has a prerogative to revoke employment of an employee with a negative security clearance subject to the labour relations process.

6.10 Utilisation of recruitment agencies

6.10.1 Where positions were advertised within Stats SA, Public Service vacancy circular and nationally, the panel shall first consider applications from individual applicants before considering those submitted by agencies.

6.10.2 Stats SA may approach recruitment agencies where there is a search for scarce or specialised skills or the recruitment process did not yield any positive results.

6.10.3 The appointment of the successful candidate shall be based on the candidate's suitability and not on the basis of the recruitment agency's cheapest quote.

6.11 Headhunting (skills search)

6.11.1 Stats SA may undertake headhunting where normal recruitment processes did not produce a suitable or potential candidate, after following the normal recruitment process in two consecutive attempts.

6.11.2 A position that is difficult to recruit for and/or that addresses employment equity may be filled through headhunting.

6.11.3 Headhunting may be undertaken for a period not exceeding 6 months of which thereafter, the post must be re-advertised.

6.11.4 The headhunted candidate/s must undergo a selection process that is driven by HR and not the line manager.

7. Roles and responsibilities

7.1 The chairperson of the selection panel

will call upon panel members who have an interest to declare such interest up front.

7.2 The HRM&D Chief Directorate

will provide advice and guidance on the recruitment processes and record the selection proceedings.

7.3 Organised Labour's role

is to observe and ensure that due processes are followed.

8. Delegations

As per HRM&D delegations.

9. Controls

9.1 Monitoring

The office of the Chief Director: HRM&D shall monitor the implementation of the policy.

9.2. Reporting

The Director: HR Administration shall report on the implementation of this policy to the Chief Director: HRM&D as and when required.

9.3. Review

This policy must be reviewed every three years or as and when required.

10 Compliance and non-compliance

10.1 This policy must be complied with at all time.

10.2 Non-compliance with the policy will constitute misconduct and disciplinary procedures will be followed in dealing with such cases.

13. Code of conduct

The code of conduct as prescribed in the PSR, 2016 is applicable.

14. Dispute resolution

If there is a dispute about interpretation and application of this policy, any party may refer the matter to council for resolution in terms of the dispute resolution procedure.