

RECRUITMENT AND SELECTION POLICY - FOR MONEYLINE 1705 OCTOBER 2012

PURPOSE OF THE RECRUITMENT POLICY

The purpose of the policy is to ensure that the recruitment of staff into Moneyline 1705 is transparent and that all relevant stakeholders are involved to ensure that gender, race and that preference is given to applicants that have the relevant qualification/ experience from within the Abaqulusi Local Municipality.

PROCEDURE

- **Posts intended for internal employees will be advertised internally on all notice board of the company and will be submitted to the Social and Labour Plan Manager.**
- All posts intended for external applicants will be advertised at the war rooms of Hlobane, Bhekuzulu, Coronation, Cliffdale and Nkongolwane as well as at the Abaqulusi Local Municipality
- Applicants will be required to submit their CVs at these offices where the application will be stamped after which the applicant will sign the register.
- Five days after the closure date for submission of CVs – all Cvs will have to be submitted to the Abaqulusi Social and Labour Plan Committee will meet to sift/ confirm the local applicants.
- The list and Cvs of all local applicants will be sent to Moneyline 1705 – who will then sift and shortlist the local applicants who meet the requirements of the job in terms of qualifications and experience.
- Those applicants that are local, have relevant qualifications and work experience will be called for interviews.
- Should the same post be available within a period of a year from the last recruitment, the company will not advertise but will consider those applicants who were not employed in the previous recruitment.

-A list of those considered for interviews will be given to the AbaQulusi Local Municipality Social and Labour Plan committee for record purposes

SELECTION POLICY

PURPOSE OF THE SELECTION POLICY

The purpose of this policy is to ensure that the selection panel is represented as follows: That the selection panel will be made up of female, man, white, black, the immediate superior of the position and a member of the Social and Labour Plan Committee.

That the selection process is transparent,

That the person selected is the candidate that from his/ her cv and the interview is deemed best suitable for the job by the interviewing panel.

PROCEDURE

- Interviewees will be informed of the interview date, time and venue by sms to phone/ cell number written on the Cv at least 3 days before the interview date.
- At the interview the interviewee will be informed as to when to expect an sms as to the outcome of the interview.