



KANNALAND
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Draft: Recruitment and Selection Policy of Kannaland Municipality

Effective Date: 01 July 2025

1. Purpose

To establish clear, consistent, and legally compliant procedures for the recruitment and selection of permanent and temporary employees, promoting fairness, equity, and alignment with the municipality's approved organizational structure and budget.

2. Scope

This policy applies to the recruitment and selection of all employees, both permanent and temporary, within Kannaland Municipality.

3. Legislative Framework

Recruitment must comply with:

- Municipal Systems Act (Act No. 32 of 2000)
- Labour Relations Act (LRA)
- Basic Conditions of Employment Act (BCEA)
- Employment Equity Act (EEA)
- SALGA Guidelines on Task Grading

4. Guiding Principles

Transparency, fairness, equal opportunity, and compliance with job levels and budget. Internal recruitment preference will be upheld.

5. Recruitment Process

5.1 Permanent Positions:

- Internal advertising required before external advertising.
- Selection panels to include HR and relevant management.

- Appointments based on approved job grading.

5.2 Temporary Positions:

- Justification required with standardized requisition form.
- Duration capped at 6 months (renewable once).
- Salary and benefits must match equivalent permanent roles.
- Any car allowances or accommodation benefits must be job-specific and approved.

6. Internal Recruitment Preference

All permanent vacancies will be internally advertised first. Internal candidates meeting criteria will be prioritized.

7. Remuneration and Benefits

All roles must adhere to the approved salary scales. No unequal benefits unless justified and approved by the Municipal Manager.

8. Controls and Auditing

HR will maintain records of recruitment and conduct quarterly audits on compliance. Deviations to be reported to Council.

9. Roles and Responsibilities

- HR: Process and compliance
- Department Heads: Requisition submission
- Municipal Manager: Final approval
- Line Managers: Job description integrity

Standard Recruitment Requisition Template

Department	
Position Title	
Position Type (Permanent/Temporary)	
Reason for Vacancy	
Approved on Organogram (Yes/No)	
Job Description Attached (Yes/No)	
Task Grade	
Proposed Salary	
Funding Confirmed in Budget (Yes/No)	
Internal Advertisement Required (Yes/No)	
Motivation for External Appointment	
Contract Duration (Temporary)	
Benefits Requested (Car/Accommodation)	
Motivation for Benefits	
Recommended by (Department Head)	
Approved by (HR & MM)	

This form must accompany all recruitment requests, whether for permanent or temporary positions.

HR Recruitment Checklist – Kannaland Municipality

- ☐ Confirm vacancy exists in the approved organogram
- ☐ Ensure position is funded in the current budget
- ☐ Complete and submit Recruitment Requisition Form
- ☐ Verify job description and grading is up to date
- ☐ Advertise internally (minimum 7 days) before external ad
- ☐ Convene selection panel (include HR, Line Manager, etc.)
- ☐ Shortlist candidates in line with job requirements
- ☐ Conduct interviews and assessments using standard format
- ☐ Apply consistent grading and remuneration scale
- ☐ Ensure benefits (car, accommodation) are aligned to job
- ☐ Draft and sign appointment letters/contracts
- ☐ Onboard new employees and conduct induction
- ☐ File and archive all documentation for audit purposes
- ☐ Include appointments in quarterly HR compliance audit

