
Refer to	:	M Siyonzana
Reference No	:	4/4/1
Extension	:	8494
Date	:	February 28, 2022

**SPEAKER
COUNCIL ITEM**

**RECRUITMENT AND SELECTION REPORT: REQUEST TO THE MUNICIPAL COUNCIL
TO ADVERTISE THE SENIOR MANAGERS POSITIONS – HEADS OF DEPARTMENTS**

1. Purpose

To request Council approval for the advertisement of the Senior Managers positions which will reach termination date at the end of March 2022

2. Legal Framework

The process of the recruitment, selection and appointment of the Senior Managers is subject to the provisions of the Local Government Municipal Systems Act, 32 of 2000 as well as the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers (No. 21 of 17 January 2014). Both outlines the processes and procedures that must be followed by the Municipal Council in dealing with this matter.

3. Background

The current or most of the Senior Managers were appointed on the 01st April 2017, for a fixed period of five years. (Please refer to the Council resolution of those appointments dated March 31, 2017). These positions will reach the conclusion of the five-year contractual obligation at the end of March 2022. In order to avoid delay in the process of recruitment for the positions which will become vacant at the beginning of May 2022, Municipal Council is hereby requested to approve the recruitment process by way of approval of the advertisement of these positions as soon as possible in line with the Local Government: Municipal Systems Act, 2000, Regulation No. 21 on Appointment and Conditions of Employment of Senior Managers, of November 2021.

For clarity, below employment contracts expire at the end of March 2022, but with a one month hand over which imply that they will officially terminate at the end of April 2022.

3.1. the following Senior Management positions will effectively become vacant beginning from May 2022, namely

- a) Solid Waste and Fleet Management
- b) Engineering Services
- c) Human Settlement
- d) Planning
- e) Economic and Rural Development
- f) Chief Financial Officer
- g) Social Services

4. Realignment and Redesign of the Macro Structure

The current macro structure have nine head of departments and its been reviewed and reduced to seven, meaning a reduction or phasing out of two departments. The redesign and re-alignment of the macrostructure which is aimed at reducing the salary bill and strengthening efficiencies and reducing red tape are as follows, namely;

- a) Municipal Planning and Infrastructure Development
- b) Financing and Trading Service
- c) Corporate Services
- d) Public Safety and Security
- e) Community Services
- f) Technical Service
- g) Human Settlements & Housing

5. Deliberations

Importance of Recruitment and Selection process, leads to in leading to Progression of the Organization. The processes of recruitment and selection are regarded as indispensable in leading to effective growth and progression of the organization. In order to implement various types of organizational tasks and activities in an appropriate manner, it is vital to make sure right candidates are selected in the right positions at the right time. Furthermore, the candidates need to possess the essential knowledge, competencies and abilities. In implementing these functions, there are various factors that need to be taken into consideration. These include, educational qualifications, competencies, aptitude, personality traits, experience, job requirements and so forth.

Seven positions of the Senior Managers will run their mandatory cycle and complete their contractual period of five years and will become is vacant at the beginning of May 2022. Section 57(1)(a) of the Systems Act provides that a person to be appointed as the section 56 manager of a municipality, may be appointed to that position only in terms of a written employment contract with the municipality complying with the provisions of the Act. Furthermore, in terms of Section 57(6)(a), such an employment contract must be for a fixed term of employment up to a maximum of five years, not exceeding a period ending one year after the election of the next Council of the municipality. This simply means that the Council is in a better position to decide to recruit section 56 Managers when the current term of contracts lapse.

This report therefore seeks to obtain Council approval to commence such a process of recruitment, selection and appointment of the section 56 Managers prior to the actual expiry of current contracts.

The regulations on Appointment and Conditions of Employment of Senior Managers first lays down the principles of recruitment that must be adhered to when filling the position of the Senior Manager. The principles include amongst others the insistence on compliance to the Systems Act, public advertisement of the position in newspapers circulating locally and provincially and last that the section must be competency-based.

In terms of Regulations 7, the position must be advertised within 14 days after the Council approval to do so. It is further stated that the advertisement must specify the following, i.e.

- a) Job Title
- b) Term of appointment;
- c) Place of work;
- d) Applicable salary scale or pay range;
- e) Competency requirements of the post, and where applicable, the minimum qualifications and experience as set out in Annexure A;
- f) Inherent requirements of the job;
- g) Summary of the core functions;
- h) Need for signing an employment contract and, where applicable a performance agreement and disclosure of benefits and interest;

- i) Address where applicant must be sent;
- j) Place where applicant can obtain the application form;
- k) Contact person;
- l) Where necessary, the need to undergo screening and vetting; and
- m) Closing date for submission of application

Closing date which must be a minimum of 14 days from the date the advertisement appears in the newspaper and not more than 30 days after such date.

In addition, Regulation 10(4) allows the Municipality to utilize the services of a recruitment agency to identify candidates for the posts. It will therefore be recommended that this should be the approach that should be followed in the present case.

6. RECOMMENDATIONS

It is therefore recommended that:

- 6.1 Council approves the report;
- 6.2 That the Municipal Council take note that the positions listed under paragraph 3.1 above will reach their five years mandatory fixed period;
- 6.3 Council approves that the positions below of Senior Managers should be advertised in line with the provisions of both the Local Government Municipal Systems Act, 32 of 2000 as well as the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers (2021); namely,
 - a) Municipal Planning and Infrastructure Development
 - b) Financing and Trading Service
 - c) Community Services
 - d) Technical Service
 - e) Human Settlements and Housing

6.4 Council approves the utilization of the services of a recruitment agency to identify candidates for the positions mentioned under 6.3. above.

SUBMITTED BY



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**ACTING CITY MANAGER
MR M NKUNGWANA**

APPROVED/NOT APPROVED

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**MXOLISI SIYONZANA
EXECUTIVE MAYOR**