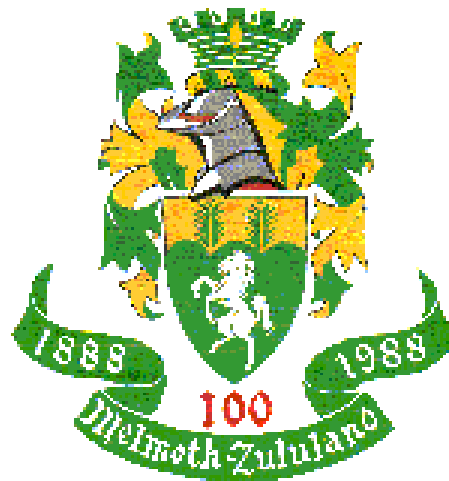


MTHONJANENI MUNICIPALITY



RECRUITMENT AND SELECTION POLICY

RECRUITMENT AND SELECTION POLICY

Notwithstanding the review date herein, this policy shall remain effective until such time approved otherwise by Council and may be reviewed on an earlier date if necessary.

This policy is intended to create a framework for decision-making in respect of employment practice/s in the Municipality. As such it attempts to establish a set of rules for the consistent interpretation and application of collective agreements and legislation governing the acquisition of staff of the Municipality.

THE POLICY

1. PREAMBLE

The staffing policy and its implementation will be fundamentally aimed at matching the human resources to the strategic and operational needs of the Municipality and ensuring the full utilization and continued development of these employees.

All aspects of the staffing, structuring, recruitment, selection, interviewing and appointment of employees will be non-discriminatory and will afford applicants equal opportunity to compete for vacant positions, except as provided in this policy with reference to affirmative action and employment equity.

2. DEFINITIONS

Act	“Municipal Systems Act No32/2000 as amended”
Induction	“A formal entry into an organisation or position or office”
Nepotism	“means favouritism on the basis of family relationship or friendship”
Candidate	“means a applicants for a post”
Recruitment	“means the activities undertaken in the human resource management in order to attract sufficient job candidates who have the necessary potential, compliances and traits to fill job requirements and to assist the Municipality in achieving its objectives”
Reference check	“means the gathering of information about candidate’s past history from people with whom such candidate has been associated”

Selection	“means the process of making decisions about the matching of candidates taking into Account individual differences and the requirements of the job”
Internal Advertising	“The placing of the advert within the Municipality to allow only employees of that municipality to apply”
External Advertising	“This is the placement of an advert in any recognized newspaper”
Competency Based Assessment	“The assessment of an applicant for employment to establish whether he/she has the necessary competence to perform the functions associated with the position applied for”.
Employment Equity	“Employment Equity as per Employment Equity Act of 55/1998”
Expert	“This is a person from outside the municipality that has experience and knowledge in respect to post being advertised”
Inherent requirements of job	“This refers to the critical and essential knowledge experience, abilities and attainments necessary for appointment to a specific post.”
Municipal Manager	“An employee appointed in terms of Sec 54 A of the Municipal Systems Act as the head of the administration”
Observers	“Non-panel member granted permission to witness the process without participating.”
Other appointments	“Refers to the employment of all employees below the Sec 56 managers”
Recognized accredited institution	“An institution registered and accredited by the relevant SETA to conduct training and issue qualifications in terms of SAQA standards”
Professional institution	“A body of people in a learned occupation who are entrusted with maintaining control or oversight over the legitimate practice of the occupation, acting to safeguard the public interest, and which represent the

	interest of professional practitioners.”
Proficiency testing	“Assessment based on the inherent requirements of the job”
Psychometric testing	“Scientific assessment carried out by a qualified and registered practitioner”
Section 56 Managers	“Refers to Managers reporting directly to the Municipal Manager in terms of Sec 56 of the Systems Act”
Senior Managers	“Refers to Municipal Manager and Managers reporting directly to the Municipal Manager (Sect 56)
Short listing committee	“This is the committee appointed by the Municipal Council or Municipal Manager to short list candidates”
Temporary appointments	“Means an employee appointed full time or part time for a maximum period of twelve (12) months to complete a specific task”
Unions	“Means either SAMWU and IMATU”
Vacancy	“This is where a post is vacant on the staff structure of the municipality.”
Vested interest	“A special interest in protecting or promoting the interest of an applicant for employment or candidate in such a way that is to one’s own personal advantage”

All terminology not defined under clause 2 of this policy shall bear the same meaning as in the applicable legislation.

3. LEGAL FRAMEWORK

- (a) The responsibility of the appointment of personnel rests with the Municipal Manager of the Employer of his/her delegated assignee (s) in terms of section 55 (1) (e) of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000).

- (b) Employment Equity Act (Act 55 of 1998)
- (c) Basic Conditions of Employment Act 1997 (Act No 75 of 1997)
- (d) Labour Relations Act, (Act 66 of 1995)

4. SCOPE AND APPLICATION

1. This policy shall apply to all appointments made within the Municipality to ensure a fair and equitable employment process.
2. This policy will not apply to appointments arising out of a procurement process, acting appointments and Senior Managers.

5. OBJECTIVES OF POLICY

- 5.1. The Municipality recognises that its employment policies, practices and procedures must comply with the principle of the rule of law.
- 5.2. The principle of the rule of law includes the principle of legality, which requires the Municipality, its political structures and political office-bearers as well as its employees, to comply at all times and without exception with the relevant legal prescripts governing the situation concerned.
- 5.3. This policy is further based on the principles set below. Human Resources Management in the Municipality must –
 - a) be characterised by a high standard of professional ethics;
 - b) promote the efficient, economic and effective utilisation of employees
 - c) be conducted in an accountable manner
 - d) be transparent
 - e) promote good human resource management and career development practices, to maximise human potential and
 - f) ensure that the Municipality's administration is broadly representative of the South African people, with human resources management practices based on ability, objectivity, fairness and the need to redress the imbalances of the past.

6. CORE POLICY PRINCIPLES

- No person under the age of 16 will be employed.
- Applicants must be subjected to consistent assessment and selection processes.
- There shall be a short listing and interview panel for all posts advertised.

- Psychometric testing may be used provided it is valid, reliable, can be fairly applied and is not biased against any employee.
- Physiological testing may be used subject to inherent requirements of the job.
- No family member will be appointed where there is a direct/non-direct reporting line to another family member?
- Interview questions will be in terms of the inherent requirements of the job, technical competencies and experience.
- An appropriate score card will be used at all interviews.
- Employment Equity requirements should be taken into consideration.
- Trade unions may be invited to attend the interviews as observers.

7. POLICY CONTENT

The responsibility for the appointment of personnel rests with the Municipal Manager of the Municipality or his delegated assignee (s) in terms of section 55 (1) (e) of the Local Government: Municipal Systems Act, (Act No 32 of 2000).

7.1. Staff Establishment

- a) The Municipal Manager must develop a staff establishment for the Municipality and submit it to Council for approval.
- b) No person may be employed in the municipality unless the post to which he or she is appointed, is provided for in the staff establishment of the municipality.
- c) The Municipal Manager must ensure that sufficient budgeted funds are available for the filling of the post.
- d) The Municipality will maintain a record of all approved posts and shall monitor all appointments against posts according to the approved staff establishment.
- e) The post structure is aligned with the Municipal IDP and approved system of job evaluation (TASK) as defined by the South African Local Government Bargaining Council.
- f) The Municipal Council shall, unless it has issued delegations to any other authority, have an oversight role in the staff establishment of the Municipality. Therefore, all requests for new positions and or unfreezing of the posts must be approved by the Municipal Manager or his delegated authority.
- g) The Municipal Manager must review the Municipality's staff establishment within 12 months in any of the following instances:
 - the election of a new Municipal Council;

- the adoption of the integrated development plan of the Municipality as contemplated in Section 25 of the Act;
- material changes to the functions of the Municipality or;
- the determination of new municipal boundaries.

7.2. Recruitment

7.2.1. Determination of recruitment needs

7.2.1.1. When a post becomes vacant or is due to become vacant, the Head of the relevant Department shall assess and motivate in writing the needs for filling of such post.

7.2.1.2. No vacant post may be filled unless:

- (a) approval has been granted by the Municipal Manager in writing and
- (b) the post has been budgeted for.

7.2.2. Validation of inherent requirements

The inherent requirements of a job must reflect the needs of the Municipality and must be appropriate to achieve the service delivery interests of the Municipality. Prior to the recruitment process commencing, the outputs, skills, knowledge and competencies and stated educational requirements as contained in the job descriptions are scrutinised for relevance and applicability.

7.2.3. Recruitment Advertisement

- a) Before any post is advertised permission must be obtained from the Municipal Manager or his nominee.
- b) Only approved budgeted posts reflected on the approved organogram of the Municipality shall be advertised
- c) All vacancies will be advertised for a period of at least 14 working days.
- d) No late application/s will be accepted after the closing date
- e) All applications must be accompanied by a certified copy of the relevant qualifications, ID & Driver's license (where applicable

- f) The validated inherent job requirements and key performance areas shall form the basis for the advertisement and all advertisements shall clearly state:
- The name and location of the Municipality.
 - A statement that the Municipality subscribes to the principles of employment equity.
 - The designation of the position that is advertised.
 - The minimum requirements in terms of qualifications, skills, expertise and other qualities for appointment.
 - A summary of the key performance areas/primary duties of the position.
 - A statement that the appointment will be permanent or for a fixed-term, and the term (if applicable).
 - A statement that canvassing will disqualify any candidate from being considered for appointment.
 - An indication of the remuneration offered.
 - The format and content of applications.
 - The address where, and person to whom, applications must be delivered.
 - The closing date for the submission of applications.
 - A statement that applications received after the closing date will not be accepted or considered.
- g) **All vacancies must be advertised externally for seven working days excluding the Senior Managers positions.** in a newspaper of records in terms of section 21 (1) of the Municipal Systems Act, as follows:

NATURE OF POST	EXTERNAL ADVERTISING MEDIUM
Temporary positions	Local Newspapers
Permanent	Local Newspapers
Senior Management and professional occupations	Local, Provincial and national newspapers.

7.2.4. Unsolicited applications

- Nobody may promise or undertake to accept an unsolicited application for appointment and to submit it when a vacancy is advertised.

7.2.5. Head hunting

Head hunting will be applied with caution at all times, and it may be employed at any stage of the selection process, when the selection panel is of the opinion that the assessed candidates are not suitable and / or do not meet the requirements of the employment equity plan. Normally targeted persons will be provided with the copy of the recruitment advertisement and allowing them to apply of their own accord, unless otherwise the selection panel so decide.

7.3. SELECTION

7.3.1. General Principles Governing Selection

- a) Selection criteria shall be objective and related to the inherent requirements of the job and realistic future needs of the Municipality.
- b) The central guiding principle for selection shall be competence in relation to the inherent requirements of the job provided that selection shall favour, as determined by the targets, suitably qualified applicants as defined in section 20[3] of the Employment Equity Act.
- c) Unless formal or statutory qualifications are clearly justified as essential for the job, relevant experience/performance, training [internal/external] as reflected and measured through competencies, and potential for the prospective vacancy shall be an important criterion.
- d) Canvassing, i.e. attempting to solicit the influence of any person who could substantially influence the selection process by job applicants, or any other person on behalf of job applicants, for posts within the Municipality's service is prohibited and evidence thereof will disqualify the applicant's application for consideration for appointment.

7.3.2. Nepotism

- a) The basic criteria for the appointment and/or promotion of employees in the Municipality shall be appropriate qualifications and appropriate performance as

set forth in the policies of the Municipality. Relationship by a family or marriage shall constitute neither an advantage nor a disadvantage.

- b) Any poor performance or loss of productivity which is a direct result of conflict between two family members both employed in the organization can result in severe disciplinary action being implemented against both employees.
- c) For the purpose of this policy, relatives are defined as husbands and wives, parents and children, brothers, sisters, and any in-laws of any of the foregoing.

7.3.3. Selection Process

- The purpose of selection is to identify the most suitable candidates from all the persons who applied and to eliminate unsuitable candidates in the fairest way possible.
- The Selection process will be conducted by a Selection Panel consisting of (depending and with due cognisance of the post):
 - a) Heads of Department
 - b) HR Section
 - c) Trade Unions – may attend the proceedings as observers only.

7.3.4. Compiling of master lists

- After the closing date of an advertisement all the applications received for every specific position are captured in on the master list compiled by the Director Corporate Services.
- The master list must contain, in table form, the following particulars in respect of each candidate:
 - a) the applicant's surname followed by her/his initials
 - b) the applicant's gender;
 - c) the applicant's race;
 - d) the applicant's qualifications and experience relevant to the job description and

- e) job specification; and
 - f) if applicable, the nature of the applicant's disability
- The Manager: Human Resources must submit the master list, together with the applications to the relevant departmental head.
 - If any candidate submitted or claimed that she/he had some or other certificate or diploma, qualification or experience that is disproved, such information must be noted next to the name of the candidate in the master list.

7.3.5. Compiling short lists

The departmental head concerned must select from the master list, with due regard for the numerical goals set in the Municipality's employment equity plan, who in her/his opinion would be the most suitable candidates to be subjected to the selection process.

Short listing must be done in accordance with the following order of preference –

- a) Internal applicants
 - b) Local applicants
 - c) Provincial applicants
 - d) National applicants
- The relevant departmental head must submit the particulars of the short listed candidates to the Director Corporate Services.

Shortlisting Committee

- A record must be kept of the short listing committee's recommendations
- Where applicable, short-listed candidates may be subjected to a competency based assessment
- Short-listed candidates should be advised at least 5 (five) days prior to the date of the assessment.

7.3.6. Notification of short listed candidates for interview

The Manager: Human Resources must notify every candidate whose name has been short listed 5 (five) days prior the date of interview, the date and time of the interview.

7.3.7. Interviewing in respect of vacancies

Appointment of Interviewing Panel

- a) The Municipal Manager (or delegate) and the Head of Departments must conduct interviews for all positions with the exclusion of elementary positions wherein the Middle Managers will be delegated to serve as the panel members.
- b) The Municipal Manager or his/her designated representative must appoint an interviewing panel.
- c) Completed score sheets must be kept in safe storage for a period of at least six months after an appointment decision has been made.
- d) All interviews must be done consistently and the same questions posed to all candidates for a particular job.
- e) Interview questions must relate to the inherent requirements of the job.
- f) A pro forma questionnaire and answer sheet with a numerical value allocated for each question must be prepared.
- g) The panel must reach a consensus score after all candidate has been interviewed prior to proceeding with the next candidate.
- h) All members of the interviewing panel must sign the declaration of confidentiality as appears on **Schedule 3** of this policy.

7.3.8. The Municipality may:

- a) invite experts in the relevant field to be part of interview process
- b) the Unions may be invited as observers
- c) a panellist must recuse him/herself from the interviewing panel should he/she have a vested interest in the candidate (s) being interviewed
- d) a candidate who fails to attend on the day of the interview will not be considered.

7.3.9. *Conducting proficiency tests*

- a) One or more relevant proficiency tests (e.g. typing tests, operating a grader etc.) maybe required to be conducted before or after an interview is conducted.
- b) A proficiency test may only be required if the outcome thereof is relevant to the expected job standards that would be expected of the employee and it relates to the job description.

7.3.10. *Psychometric Testing*

Psychometric testing may only be used if it:

- can be applied fairly to all candidates irrespective of their culture
- is not biased against persons from the designated groups
- such testing may only be conducted by a person registered with a Professional institution
- in the event of the equality of scores the discretion be left to the selection committee.

7.3.11. *Medical Testing*

Medical testing may be required where applicable in respect to post where the legislation requires this or is justifiable in the light of medical facts employment conditions, social policy, the fair distribution of employee benefits or the inherent requirements of job.

7.3.12. *Reference and Integrity checks*

- a) No appointment to be confirmed unless reference checks have been carried out prior to appointment.
- b) A written record of the reference check must be kept.
- c) Candidates may be subjected to security vetting to the nature of the post.
- d) No appointment to be made unless the candidate is able to provide original certificates of qualification, ID, Professional registration (where applicable), Driver's License (where applicable) prior to employment.
- e) The highest qualification obtained by the successful candidate in terms shall be verified by a recognized accredited institution

7.4. APPOINTMENT

- a) The appointment of an applicant may take place only in accordance with the requirements of the post concerned and the merit of the applicant.
- b) A candidate who obtains the highest score during the selection process should be appointed.
- c) If the first candidate declines the appointment the post **may** be offered to the second candidate. The municipality may however for whatever valid reason decide not to make any appointment and to re-advertise the post.

Authority to make appointment:

1. The interviewing panel should submit its recommendations to the Municipal Manager.
2. All appointments are to be authorised and approved by the Municipal Manager.

7.4.1. OFFER OF EMPLOYMENT

After the interview, the successful candidate should receive an offer of employment in writing

The following must be given to the employee in writing:

- Post designation
- Remuneration and benefits
- Date of appointment
- Conditions of service
- Termination condition
- Confidentiality clause
- Probationary period
- Job description
- Work outside Council service

- Letter to be signed in duplicate
- The candidate must respond to the offer in writing within 7 working days of the offer being made. Failure to do so will result in the offer being null and void

7.4.2. *Appointment of employees to posts in the temporary establishment*

A person appointed to a temporary position –

- a) is appointed at the salary applicable to a comparable position on the permanent establishment;
- b) may not receive any housing and travelling benefits;
- c) may not become a member of a retirement fund or medical aid scheme to which the Municipality must contribute;
- d) earns leave in terms of the relevant collective agreement; and is subject to the attendance requirements, rules of conduct and grievance procedures in terms of the Municipality's conditions of service;
- e) May not be appointed for a period exceeding 12 months and may not be appointed for a consecutive period of six (12) months.

7.4.2.1. Temporary employment will only take place under the following circumstances:

- a) Complete a specific task
- b) Incapacity
- c) Maternity leave
- d) Special projects
- e) Leave

7.4.2.2. Procedure

- a) The filling of these posts will be done by way of local advertisement
- b) There must be approval to hire temporary and funding for the post must exist
- c) It is not necessary for special project/tasks for posts to exist on organogram or staff establishment.

7.4.3. *Appointment of personnel in the office of any councillor*

- a) All political office-bearer is entitled to one or more employees being assigned to her/him. Any position created with the sole purpose of providing

administrative support to a councillor, is created in the department responsible for Corporate Services.

7.4.4. *Appointment of replacement labour in the event of a strike*

7.4.4.1. The Municipal Manager may, after consultation with the relevant departmental heads and the Director (Financial Services), employ replacement labour during a strike in terms of, and consistent with, section 76 of the Labour Relations Act 1995.

7.4.4.2. Every person appointed as replacement labour must receive a letter of appointment that complies with section 29 of the Basic Conditions of Employment Act 1997. The letter of appointment must clearly stipulate that:

- a) the appointment is only for the duration of the strike and that the services of the employee will terminate immediately when the regular employees of the Municipality return to work; and
- b) termination of any replacement labour employment shall not constitute a dismissal of the person concerned and that she/he shall not be entitled to any additional remuneration or compensation in respect of the completion of such period.
- c) The person's employment with the Municipality will come to an automatic end on expiry of the term and such termination shall not be construed as a termination based on the Municipality's operational requirements, nor as an unfair dismissal.
- d) Accordingly, reference in this paragraph to additional remuneration or compensation to which the person shall not be entitled, includes but is not limited to, severance pay, notice pay, retirement and medical aid fund benefits to which an employee may otherwise be entitled to in the event of a termination based on an employer's operational requirements.

7.4.5. *Appointment to a permanent position*

- a) The Director Corporate Services must present every newly appointed employee with a letter of appointment not later than the day on which she/he starts

working in terms of section 29 of the Basic Conditions of Employment Act 1997.

- b) Whenever any of the details contained in such a letter change the Director Corporate Services must inform the employee in writing of such changes.
- c) In the event of an employee that cannot read the relevant departmental head must explain the content of such letter and any amendment thereof to every such employee in a language that she/he understands.

7.4.6. *Re-employment of dismissed persons*

- (1) A person who has been dismissed for misconduct in a municipality may not be employed as an employee in any municipality before the expiry of a period, as set out in column 3, in respect of such category of misconduct as set out in column 2 of **Schedule 2** of this policy.
- (2) Subregulation (1) does not apply to an employee who has lodged a dispute in terms of applicable legislation.
- (3) If an employee is dismissed for more than one categories of misconduct as set out in subregulation (1), the periods set out in column 3 of the table attached as Schedule 2, run concurrently.
- (4) For purposes of subregulation (1), a person dismissed for misconduct is prohibited from reemployment in any municipality for a period as set out in column 3 of Schedule 2 in respect of such category of misconduct calculated from the date of dismissal or conviction.
- (5) Any employee who has been dismissed for any misconduct other than the categories of misconduct as set out in column 2 of the table attached as Schedule 2 may not be subjected to a waiting period before such a staff member may be re-employed in a municipality.

7.5. FOLLOW-UP AND ADMINISTRATION

- a) Feedback must be given to the unsuccessful candidates unless the advert clearly stipulates that if they not been invited to an interview within a specified period that they must then regard it that their application was not successful.

- b) Notification will be given in writing to all short-listed candidates who have been interviewed and were not successful.
- c) Reasons for non appointment will only be given upon request of the candidates that have been subjected to the interview.

7.6. INDUCTION

On permanent appointments, the respective HR Manager will take full responsibility for induction:

- a) The new incumbent will be introduced to his / her immediate staff / colleagues by the HR Manager.
- b) The respective HR Manager shall ensure, in conjunction with the incumbent, that all appointment documentation has been completed and processed.
- c) The responsible HR Manager will arrange a tour / explanation for the new incumbent of the range of services.
- d) The HR Manager will explain and provide a copy of the job description relating to the new employee's specific position / job function (line management is expected to conduct a full job orientation).
- e) The HR Manager will also explain and provide a copy of the Municipality's Human Resources Policy.
- f) The Head of Department is responsible for the induction of each employee in his/her department in order to familiarise the employee with the department in which he/she has been appointed.

7.7. RELOCATION OF NEW EMPLOYEES

The Municipality will not provide any relocation cost for new employees.

7.8. CONFIDENTIALITY

By signing the letter of employment, all employees bind themselves to an undertaking of confidentiality, whereby they will not disclose any information pertaining to the operations of Municipality without the permission of Municipality and Municipal Manager, unless required within the course of their duties, whether this be during or after termination of employment.

8. RECORD KEEPING

- The HR Section will keep proper records of the entire recruitment and selection process.
- Adequate records of the entire selection process need to be maintained, including selection and short listing criteria: reasons for inclusion/exclusion of candidates; structured interview guide; copies of all other assessments utilised; comprehensive notes on assessment of each candidate; assessment ratings; reference checks.
- As in the recruitment process, these records need to be kept for a period of one (1) year.

9. ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Municipal Manager	<ol style="list-style-type: none">1. Develops the staff establishment.2. Approves all appointments except 56 posts.
Council	<ol style="list-style-type: none">1. Approves staff establishment.2. Develops the strategy and approve the appointment relating to the Municipal Manager and Section 56 Employees.
Head of Department	Reviews the operational needs for advertising the positions and submit to the Municipal Manager for authorisation.
Selection panels	Short-lists, conducts interviews and make recommendations on suitability of candidates
Human Resources	Custodian of recruitment selection, placement and induction processes
Labour Representatives	Ensures transparency and openness in the selection process

10. IMPLEMENTATION AND MONITORING

This policy will be implemented and effective once approved by Council.

11. COMMUNICATION

- This policy will be communicated to all Municipal employees using the full range of communication methods available to the Municipality.
- This policy will be reviewed annually and revised as necessary.

12. POLICY REVIEW

This policy will be reviewed annually and revised as necessary.

13. PENALTIES

Non-compliance with any of the stipulations contained in this policy will be regarded as misconduct, which will be dealt with in terms of the Disciplinary Code.

14. DISPUTE RESOLUTION

Internal dispute resolution processes shall be followed in the event of any grievances and disputes arising out of the implementation of this policy. For all external candidates, the recognised labour relations mechanisms shall be applied.

SCHEDULE 2

CATEGORIES OF MISCONDUCT AND TIME PERIODS THAT MUST EXPIRE BEFORE A PERSON MAY BE RE-EMPLOYED IN A MUNICIPALITY

No.	CATEGORY OF MISCONDUCT	PERIOD THAT MUST EXPIRE BEFORE A PERSON MAY BE RE EMPLOYED IN A MUNICIPALITY
1.	Financial misconduct contemplated in section 171 of the Municipal Finance Management Act, corruption or fraud.	Ten (10) years
2.	Misconduct involving elements of dishonesty or negligence.	Five (5) years
3.	(a) Assault with intent to do grievous bodily harm where a senior manager has been criminally charged and convicted.	Five (5) years
	(b) Sexual harassment.	Five (5) years
4.	Colluding to or acceding to an influence of any councillor not to enforce an obligation in terms of this Act, any other legislation or by-law or a decision of the municipal council of the municipality, and who has been found guilty of an offence and convicted to a fine or to imprisonment for a period not exceeding one year.	Five (5) years

5.	Facilitating or aiding an occupier of premises in a municipality to deny an authorised representative of the municipality or a service provider access at all reasonable times to the premises in order to read, inspect, install, or repair any meter or service connection for reticulation, or to disconnect, stop or restrict the provision of any service.	Five (5) years
6.	Convicted to an offence and sentenced to more than twelve (12) months imprisonment without the option of a fine.	Five (5) years
7.	(a) Use the position as a senior manager or confidential information for private gain or improperly benefit another person.	Five (5) years
	(b) Disclosure of any privileged or confidential information obtained as a senior manager of a municipality to an unauthorised person or persons.	Five (5) years
	(c) Take a decision on behalf of the municipality concerning a matter that the senior manager's spouse, partner or business associate, has a direct benefit or private business interest.	Five (5) years
8.	Being party to or beneficiary under a contract for the provision of goods and services to any municipality or any municipal entity established by a municipality.	Five (5) years
9.	Soliciting or accepting directly or indirectly any gift or favour that may influence the exercise of his or her functions, the performance of his or her duties, or judgment.	Five (5) years
10.	Discrimination against others on the basis of race, gender, disability, sexual orientation or other grounds prohibited by the Constitution.	Five (5) years
11.	Breach of the Code of Conduct for Municipal Staff as contained in Schedule 2 of the Act, other than misconduct referred to in item 1 to 10 in this table.	Two (2) years

SCHEDULE 3
DECLARATION OF CONFIDENTIALITY BY THE SELECTION PANEL MEMBER
INTERVIEWS FOR THE ADVERTISED POST OF
(NAME OF THE ADVERTISED POST)

Date: dd/mm/yy

I, hereby declare that -

- (a) I have no personal interest in any of the interviewed candidates;
- (b) I do not have any relationship whatsoever with the interviewed candidates;
- (c) I am not indebted to any of the interviewed candidates or vice versa;
- (d) My participation in this interviews will not in any way constitute a conflict of interest or unduly influence or attempt to influence the appointment or promotion for a spouse, partner, family member, friend or associate;
- (e) I will not discuss the outcome of these interviews or inform any candidate who has been interviewed about the outcome of these interviews; and
- (f) All the discussions emanating from the interview process will be kept strictly confidential and no information will be disclosed with any candidate or person who is not part of the Selection Panel until such time that the Municipal Manager has approved the recommendations of the Selection Panel and the successful candidate has been duly informed about the outcome of the decision of Municipal Manager.

Signed aton this day of 20.....

.....

Signature: Selection Committee Member

.....

Signature: Chairperson