

POLICY

RECRUITMENT AND SELECTION OF WORKERS FROM THE COMMUNITY BY COUNCIL AND ITS SERVICE PROVIDERS

APPROVED BY COUNCIL: 22 JUNE 2011
C 07/06/11

CITY OF CAPE TOWN



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**POLICY ON THE RECRUITMENT AND SELECTION OF WORKERS FROM THE COMMUNITY
BY COUNCIL AND ITS SERVICE PROVIDERS.**

March 2011

City of Cape Town

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V07	March 2011	CoCT: Development Services	Revised updated draft policy

Approval of Policy

Please note that the implementation of the policy contained in this document is subject to approval and signing off by all relevant Heads and/or Committees, including but not limited to:

- Executive Director : Corporate Services
- Executive Director : Housing
- Portfolio Committee : Corporate Services
- MAYCO
- Council

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ACRONYMS AND TERMINOLOGY

ACRONYM

CoCT	City of Cape Town
EMT	Executive Management Team
EPWP	Expanded Public Works Programme
JSRD	Jobseeker Registration Database
SALGBC	South African Local Government Bargaining Council
Bepa	Bureau for European Policy Advisors

TERMINOLOGY

Community Based Programmes / Projects refer to programmes or projects undertaken by the City, either directly or through an appointed service provider that will deliver services to communities with a scope that includes low-skilled and semi-skilled work. Specific community boundaries shall be defined per programme or project by the relevant line department and shall be stipulated in contract documentation;

Legal employable age refers to persons aged between 16 – 60 years;

Low-skilled work refers to work requiring a person who has not received any degree of training or familiarisation with the job before being able to operate at maximum / optimal efficiency (Bepa);

Semi-skilled work refers to work requiring a person who requires a degree of training or familiarisation with the job before being able to operate at maximum or optimal efficiency and this training is not of the length or intensity for designation as a skilled worker and is measured in weeks rather than years.(Bepa)

Service Providers refer to persons and or entities appointed by Council to manage or execute community based programmes / projects

Special Council Identified programmes or projects refer to seasonal or special events programmes including the Life Saver Programme, Social Development Volunteer Programmes and other programmes as determined by council or the City Manager

1. PURPOSE

The purpose of this policy is to-

- 1.1 provide principles and methodology for the recruitment and selection of jobseekers in local communities by Council and it's Service Providers for community based programmes and projects;
- 1.2 ensure that unemployed low-skilled or semi-skilled members of the community have fair access to community based work;
- 1.3 ensure members of local communities are protected from both corruption and nepotism during the processes of accessing job opportunities

2. SCOPE

- 2.1 This policy is applicable to community workers or jobseekers employed on a temporary basis on Council's community based programmes or projects. Such positions do not form part of the City's staff establishment.
- 2.2 Projects excluded from this policy provisions include:
- 2.2.1 Special Council identified programmes;
 - 2.2.2 Programmes or projects where the contract conditions stipulate / require the use of a Service Provider's own labour database;
 - 2.2.3 Programmes or projects excluded at the discretion of the relevant Executive Director.
- 2.3 Programmes or projects that are excluded from the provisions of this policy must be reported as part of the relevant Subcouncil quarterly report.

3. APPLICABLE LEGISLATION

The policy framework draws its legal mandate from-

- 3.1 Basic Conditions of Employment Act, 1997 (Act No.75 of 1997);
- 3.2 Code of Good Practice for Employment and Conditions of Work for Special Public Works Programmes;
- 3.3 Ministerial Determinations, Special Public Works Programmes, issued in terms of Section 50 of the Basic Conditions of Employment Act 1997 on 22 October 2010;
- 3.4 Division of Revenue Act (DORA);
- 3.5 Guidelines for the Implementation of Labour-Intensive Infrastructure Projects under the Expanded Public Works Programme (EPWP July 2005).

4. PRINCIPLES

The policy shall be governed by the following underlying principles:

- 4.1 Equity;
- 4.2 Fairness;
- 4.3 Transparency;
- 4.4 Respect for diversity;
- 4.5 Professionalism;
- 4.6 Communication and access to information;
- 4.7 Equal opportunities;
- 4.8 Sustainability.

5. POLICY PROVISION

- 5.1 The City shall establish a central electronic data base, which is accessible at each Subcouncil, of jobseekers who are eligible to perform work for the City or for City appointed service providers on community based projects or programmes.
- 5.2 Eligibility for inclusion on the data base shall be:
- 5.2.1 The person must be unemployed at the time of application and when the opportunity becomes available;
 - 5.2.2 The person must be a South African citizen or eligible to work, if foreign citizen;
 - 5.2.3 The person must be a resident of the City of Cape Town;
 - 5.2.4 The person must be of a legal employable age;
 - 5.2.5 The person must be physically fit to work in relation to requirements of position;
 - 5.2.6 Registration on the database is not a guarantee of employment
- 5.3 Selection of community members from the data base for work on particular programmes or projects must be based on random electronic selection. The short list of suitable candidates must comply with the following criteria:
- 5.3.1 Limited to residents within the relevant community for which the work is to be performed – i.e. the person must be a resident of the particular community within which the project is to be carried out.
 - 5.3.2 Such community boundaries shall be determined by the Department responsible for the service and shall be stipulated in the contract documentation
 - 5.3.3 Physical requirement for the job
 - 5.3.4 This process shall take place at Subcouncil offices under the supervision of the Subcouncil manger or a designated official
 - 5.3.5 The names of successful Jobseekers, who have been employed for a duration not exceeding two (2) weeks, shall be excluded from the JSRD for a period of three (3) months
 - 5.3.6 The names of successful Jobseekers, who have been employed for a duration exceeding two (2) weeks, shall be excluded from the JSRD for a period of six (6) months
 - 5.3.7 The Jobseeker's exclusion period from the JSRD shall be waived if the jobseeker has a performance evaluation of 70% or higher.
- 5.4 Directorates shall report monthly, in the prescribed format, on all community workers employed on their respective programmes or projects

6. ROLES AND RESPONSIBILITIES

6.1 The Director: Development Services shall-

- 6.1.1 be responsible for overall oversight in terms of the Expanded Public Works Programme (EPWP);
- 6.1.2 corporately report on EPWP performance to EMT, Council and Department of Public Works;
- 6.1.3 review Policy and Strategy, in consultation with relevant stakeholders, to ensure maximum utilization of Labour Intensive Methodologies in terms of the EPWP;
- 6.1.4 shall be responsible for the development and maintenance of a performance scorecard for each registered jobseeker. This scorecard will be used to monitor and promote jobseeker performance.

6.2 The Manager: Subcouncils-

- 6.2.1 will facilitate the implementation and operation of the data base at Subcouncil level and will work in conjunction with the Directors: Strategic Human Resources and Development Services;
- 6.2.2 shall register prospective jobseekers;
- 6.2.3 shall populate, manage and administer the JSRD;
- 6.2.4 has an oversight role and ensure good governance;
- 6.2.5 must update JSRD from time to time;
- 6.2.6 must publish the list of names obtained through the randomisation process on the relevant Subcouncil public notice boards;
- 6.2.7 shall review and recommend on any improvements in the process

6.3 The Director: Strategic HR shall-

- 6.3.1 have overall oversight relating to Employment Policy and the application thereof against this policy;
- 6.3.2 issue contracts for the direct employment by Departments where applicable

6.4 The Director Information Systems and Technology shall be responsible for the information systems needed to maintain the integrity of the data contained in Jobseekers Registration Database.

6.5 The Departments or its appointed Services Providers are-

- 6.5.1 required by the City to make use of the electronic data-base and selection methodology when implementing relevant tenders / programmes / projects
- 6.5.2 responsible and accountable, for the final selection and / or employment of prospective jobseekers on their contracts in terms of the Policy
- 6.5.3 Responsible for providing the names of successful jobseekers to the relevant Subcouncil offices