

NATIONAL INSTRUCTION 6/2005

SELECTION AND APPOINTMENT OF EMPLOYEES ON POST LEVELS 1 TO 12

1. Purpose

The purpose of this Instruction is to regulate the selection and appointment of employees to post levels 1 to 12.

2. Definitions

In this Instruction, unless the context otherwise indicates, —

- (a) “*applicant*” means any person who applies for a vacant post at levels 1 - 12;
- (b) “*appointment*” means the appointment of a person in a post, but excludes the appointment of a person as a result of a promotion or lateral transfer;
- (c) “*core functions*” refers to the main duties attached to a post, which differentiates the post from another;
- (d) “*inherent requirements*” refers to a set of minimum standards which must be met by an applicant and includes the skills, knowledge, training, qualifications and personal attributes that are required for a specific post;
- (e) “*physical evaluation*” means the evaluation of an applicant for appointment as trainee to determine his or her physical abilities;
- (f) “*psychometric evaluation*” means the evaluation of an applicant for appointment by means of psychometric testing in order to determine whether the applicant fulfills the profile of a specific post; and
- (g) “*trainee*” means a person appointed by means of a Memorandum of Agreement in terms of the provisions of the South African Police Service Act, 1995.

3. Scope of application

This National Instruction is applicable to the process of appointment of an applicant to any vacant post on levels 1 to 12.

4. Applications

- (1) An application for a vacant post must —
 - (a) be submitted on the form determined by the National Commissioner and the form must be properly completed and signed by the applicant;
 - (b) be received at the appropriate office before or on the specified closing date;
 - (c) clearly indicate which post is being applied for;
 - (d) contain sufficient information showing that the applicant meets the requirements of the post; and
 - (e) be accompanied by the necessary documentary proof that the applicant meets the requirements of the post.
- (2) An application that does not comply with the requirements set out in subparagraph (1), must be rejected.

5. Evaluation of applications for posts as trainees

- (1) An applicant who applies and complies with the requirements for the post of a trainee, must undergo a psychometric and physical evaluation.
- (2) An applicant may undergo the psychometric evaluation only once a year.
- (3) An applicant who is required to undergo a psychometric and physical evaluation must provide fingerprints for verification on the AFIS system, to ascertain whether the applicant has a criminal record.

6. Composition of the selection panel

- (1) The Provincial or Divisional Commissioner under whose command a vacant post resorts, must appoint a selection panel, which is as representative as reasonably possible, to consider applications for the vacant post and to make recommendations to the relevant Provincial or Divisional Commissioner.
- (2) The selection panel must comprise at least three, but not more than five members, including the chairperson.
- (3) The chairperson of the selection panel must —
 - (a) for posts on levels 1 to 7, hold a post at least at salary level 8;

- (b) for posts on levels 8 to 10, hold a post at least at salary level 13; and
 - (c) for posts on levels 11 and 12, hold a post at least at salary level 14.
- (4) A member of a selection panel
 - (a) must hold a post —
 - (i) at least at a salary level equal to or higher than that of the vacant post for posts on levels 1 to 7;
 - (ii) at least at salary level 11 for posts on levels 8 to 10;
 - (iii) at least at salary level 13 for posts on levels 11 and 12;
 - (b) may be a person who is not an employee of the Service, provided that he or she renders his or her services free of charge to the Service;
 - (c) may not be an applicant for any vacant post in respect of which any selection panel has been appointed in that specific round of appointments; and
 - (d) must be present during all the stages of the selection process.
- (5) If a member of the selection panel, for whatever reason, cannot continue with his or her functions as a panel member, the chairperson must —
 - (a) if there are still at least three panel members left, continue with the selection process without the said panel member; and
 - (b) if not, dissolve the panel and inform the relevant functionary set out in subparagraph (1) accordingly.
- (6) An employee, preferably from Personnel Services, must be designated to serve as secretary of the selection panel and to perform administrative services for the selection panel. The secretary may not be a candidate for any vacant post in respect of which the panel has been appointed.
- (7) The majority of the panel members must have knowledge of the competence required for the vacant post.

7. The selection process

- (1) The selection process must take place in accordance with this Instruction.
- (2) The process must promote equal opportunities, fair treatment, employment equity and advance service delivery.
- (3) The chairperson must ensure that records are kept of all the proceedings during the interviews and other meetings of the selection panel as well as of every decision made and the reason(s) for such decision(s).

8. Preparation for the selection process

- (1) The Provincial or Divisional Commissioner under whose command a vacant post resorts, must submit the applications for that post to the chairperson of the selection panel designated by him or her.
- (2) The chairperson must —
 - (a) convene meetings of the panel and ensure that all panel members are informed well in advance of the date, time and venue of the meetings;
 - (b) determine the level of representivity of the division or province in which the vacant post exists to ensure that employment equity is taken into account and supported through the appointment process;
 - (c) inform the members of the selection panel of the requirements and core functions of the vacant post; and
 - (d) inform the members of the selection panel of the provisions stipulated in subparagraph (3).
- (3) A member of the selection panel must declare any interest that he or she has that could reasonably be perceived to be an interest that may influence his or her assessment of any of the applicants, in which event the chairperson must, if he or she deems it necessary, request the Provincial or Divisional Commissioner concerned to replace that member with another person. If a member fails to disclose such an interest and the chairperson becomes aware of this during the selection process, that member's evaluation of applicants may not be taken into consideration by the chairperson.

- (4) Written records of all the proceedings during the selection process must, after completion of the process, be retained in the relevant division or province for safe keeping for three years.

9. Evaluation of applications

- (1) The members of the selection panel must consider all applications on the basis of —
- (a) the inherent requirements and core functions of the vacant post;
 - (b) the ability and potential of the applicant to function in the post;
 - (c) the status of every applicant as provided for in the Employment Equity Act; and
 - (d) the representivity of the relevant division or province at the salary level that is applicable to the post.
- (2) Factors that may inform the evaluation of an application according to the above criteria include —
- (a) experience gained in the field of the post and whether the person meets the requirements for the post;
 - (b) any relevant qualifications over and above the qualifications that are minimum basic requirements for the post;
 - (c) the health of the candidate, if good health is an inherent requirement of the post;
 - (d) whether the applicant has indicated in writing that he or she will be terminating his or her services by purchasing his or her discharge, retiring on pension or on account of medical unfitness; and
 - (e) previous convictions or pending criminal cases or disciplinary proceedings against the applicant.
- (3) An applicant referred to in subparagraphs (2)(d) and (e) may be shortlisted, but must, during the evaluation of his or her candidature, be afforded the opportunity to address the selection panel on the relevant circumstances or matter.
- (4) In addition to the above, the selection panel may consider any other aspect which may inhibit the candidate from functioning effectively in the post.

- (5) The selection panel must —
 - (a) compile a shortlist of not more than eight candidates; and
 - (b) determine the date, time and venue for an interview.

10. Interviews

- (1) When conducting interviews, the panel must —
 - (a) put similar questions to each candidate. Information on a particular candidate may not be considered if the information is not put to the candidate during the interview;
 - (b) afford every candidate the opportunity to answer any questions put to him or her;
 - (c) afford every candidate the opportunity to place any information which the candidate deems necessary, at the disposal of the panel and to ask any question;
 - (d) treat candidates in an objective, fair and unbiased manner; and
 - (e) rate each candidate separately and individually on the form determined by the National Commissioner.
- (3) The panel must put questions to every candidate to clarify his or her ability to function in the post. This may include:
 - (a) information obtained from references listed by the candidate;
 - (b) any matters the panel deems appropriate for the performance of its functions;
 - (c) whether the candidate applied for more than one post in the particular round of appointments;
 - (d) raise matters concerning a particular candidate that may be known to a member of the panel; and
 - (e) aspects that may improve or negatively influence the evaluation of the candidate.
- (4) Matters that are not related to the inherent requirements of the post may not be put to a candidate during the interview.

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- (5) If a candidate is unavailable for an interview without an acceptable reason to present his or her candidature, the panel may reject his or her application.
- (6) The fact that a candidate was listed as having obtained the highest score in the interview or was recommended for appointment does not establish any right on the part of the candidate to be appointed to the vacant post or any other post.
- (7) Members of the panel must treat all information relating to the selection process as confidential and may not communicate any decision or recommendation made by the panel to any other person who is not a member of the panel.

11. Medical examinations and further information

Candidates may be required to—

- (a) undergo medical examinations; and
- (b) provide further information as requested.

12. Recommendations by a selection panel

- (1) A selection panel must, after having completed the evaluation of candidates make a recommendation on their first and second choice for the post and cite the reasons for their decision.
- (2) If two or more candidates are suitable to fill the post, employment equity must be taken into account in making the recommendation.
- (3) If a candidate has applied for more than one post and he or she is recommended for more than one post, the selection panel for the respective posts must consult with each other in order to reach consensus about their recommendations, and supply reasons for their recommendations.
- (4) The chairperson of the selection panel must sign the records of all the decisions and recommendations of the panel.
- (5) Members of the selection panel may not inform a candidate of the result of the assessment prior to the approval of the Provincial or Divisional Commissioner and the subsequent announcement of who will be appointed in the specific post.

13. The consideration of recommendations and the approval of appointments

- (1) The chairperson of a selection panel must submit the recommendations of the panel to the relevant Provincial or Divisional Commissioner.
- (2) The Provincial or Divisional Commissioner may approve the appointment of a candidate after he or she has taken all the relevant information into consideration.
- (3) The Provincial or Divisional Commissioner is under no obligation to fill a post.

14. Waiver of requirements

Waiver of any requirements may only be granted on approval of the Divisional Commissioner: Personnel Services after submission of a complete motivation and recommendation by the relevant Provincial or Divisional Commissioner: Provided that Provincial and Divisional Commissioners may condone psychometric results on recommendation by Psychological Services, Head Office. Record must be kept of the factors that have been condoned and the reasons therefore.

15. Appointment

- (1) Subject to subparagraph (2), a successful candidate must be informed in writing of his or her appointment including the details in terms of the date and place of commencement of duty, as well as the full details of the post.
- (2) Successful candidates to be appointed as trainees must sign a Memorandum of Agreement prior to the appointment as a trainee taking effect.