



Province of the
EASTERN CAPE
EDUCATION

STANDARD OPERATING PROCEDURE: RECRUITMENT OF PUBLIC SERVICE ACT EMPLOYEES AND OFFICE-BASED EDUCATORS

SOP & PROCESS MAP INFO

SOP TITLE	PUBLIC SERVICE ACT AND OFFICE BASED-EDUCATORS	PROCESS NAME	PUBLIC SERVICE ACT AND OFFICE BASED-EDUCATORS
SOP NO	SOP_HRM&D_HRA_PSAOBE_2021_V1.1	PROCESS MAP NO	MP_HRM&D_HRA_PSAOBE_2021_ V1.1
EFFECTIVE DATE	TBA	PROCESS OWNER	Ms S. Nieuwenhuys
PROCESS MAP FILE LOCATION *Link to File (URL)	TBA		

AREA OF RESPONSIBILITY

CHIEF DIRECTORATE	Human Resource Management & Development
DIRECTORATE	Human Resource Administration
SUB- DIRECTORATE	Employee Provisioning Services

REVIEW

DESIGNATION	FULL NAMES	SIGNATURE	DATE
AUTHOR	Sanet Nieuwenhuys		31 March 2021
REVIEWER	CD: Tshepo Masoeu		05 April 2021
APPROVER	A/Superintendent-General		14/5/2021



Standard Operating Procedure

REVISION HISTORY			
REVISION	DATE	PAGE(S)/SECTION(S) REVISED	DESCRIPTION OF CHANGE

SOP DETAIL	
INTRODUCTION	The objective of this Standard Operating Procedure (SOP) is to: a) provide deeper insight into the Department's approach to the implementation, monitoring and evaluation of the recruitment process in Department of Education when it comes to appointments of Public Service Act and Office-Based Educators b) To provide details steps for the filling of Public Service Act and Office-based Educators posts which exist on the ARP for a financial year. c) Ensure compliance to HR legislation within the province. d) Ensure consistency in the utilization of documents as per approved Departmental Recruitment & Selection Policy.
PURPOSE <i>*Objectives of the Guideline</i>	The purpose of this document is to: set out detailed duties and responsibilities to all stakeholders involved in the recruitment and selection process for the Eastern Cape Department of Education (ECDOE) to assist the department in identifying gaps within the recruitment cycle of Public Service Act employees and Office-based Educators.
SCOPE	This standard operating procedure is applicable to the Eastern Cape Department of Education and includes the processing of policy development and review from receipt of policy request until the approval of the policy including review of such and the administrative processes done by the directorate.
Performance Indicator	100 % filling of post advertised as per ARP
STAKEHOLDERS	
EXTERNAL	INTERNAL
Applicants	Public Service Act Employees and Office-Based Educators within Department
SAQA	
SAPS	
Home Affairs	



Standard Operating Procedure

PROCESS INTEGRATION	
PROCESS NAME	DEPENDENCY
* This SOP defines the steps / procedures to be followed by the designated Persons/Unit responsible for the activity. * This process must NOT be read in isolation, but in recognition and cognizance of: - the overall End-to-End process; - it's inter-dependencies (integration points) with other processes; and ☐ the impact each process has on the other.	
HRL	Grievances/Disputes
SCM	Disposal of CV

IDENTIFIED RISKS				
PROCESS NAME	RISK DESCRIPTION	PROBABILITY (H/M/L)	IMPACT (H/M/L)	CONTROL DESCRIPTION
* Describe any procedure(s) of higher risk than usual. This will alert the staff so that sufficient attention be paid.				
Shortlisting/Interviews	Union Declaration Annexure 16	H	H	Annexure 16 must be signed by unions declaration their position on the process of shortlisting and interviewing. If not signed can lead to grievance/dispute after a process. Written confirmation by union must be obtained immediately after the process
Pre-screening	Verification of SAQA, ID numbers, fingerprints	M	H	Before submission is placed on route for approval, all necessary pre-screening verification must be done. If pre-screening is not done this constitutes a violation of DPSA regulations Prescreening must be finalised within 1 month after interviews.



Standard Operating Procedure



Standard Operating Procedure

PROCEDURE (STEP-BY-STEP GUIDE)					
STEP	ACTIVITY	ACCOUNTABILITY	TURNAROUND TIME	SUPPORTING DOCUMENTATION	SERVICE STANDARD
Advertising					
1	☐ Approval for the advertising of a vacant post	Line Manager	Within 24 hours of becoming aware of vacancy	Annexure 1 and completing Part 1.1 – 1.3 in full	
	☐ Submit for support from next line function	Line Manager	1 day	Annexure 1 (Part II)	
	☐ Submit to HRP DO unit confirming post availability	Line Manager	1 day	Annexure 1 (Part III)	
	☐ Submit to Organisational Development Head Office for confirmation job description	Line Manager	1 day	Annexure 1 (Part IV)	
	☐ HRA Recruitment Head Office quality assure	HR Recruitment HO	1 day	Annexure 1 (Part V)	
	☐ Recommend request to advertise	Director: HRA HO	1 day	Annexure 1 (Part VI)	
	☐ Submit for approval	As per delegation	1 day		
2	☐ Draft advertisement	Recruitment specialist HO	Within 2 working days	Completed Annexure 1	All parts within the document must be completed in full
	☐ Submit to DO for verification and sign-off		Within 24 hours of receipt	Draft Advertisement	
	☐ Submit to D HRA for quality assurance and sign		Within 24 hours of receipt	Signed Off Advertisement	



Standard Operating Procedure

3	☐ Submit advertisements to OTP for advertising according to calendar	HO	Within 2 working days from receipt of sign off	Signed off adverts by CD: HRM&D	
	☐ Draft panel approval as per Annexure 1 (ensure the panel consist of at least three and a maximum of six member who are employees of a grading equal to or higher than the grading of the post to be filled or suitable persons from outside the public service)	Nominated HR official	Date of advertisement of post		
	☐ Confirm and set date of shortlisting with Line Manager		Date of advertisement of post		
	☐ Inform labour representative in writing of the shortlisting and interview		5 consecutive days prior to the date of shortlisting and interview.	Annexure 5a	
Application Pool					
1.	Compile a register for candidates to sign for each post	HRA DO/HO	Date of advertisement of post	Advert	1 day
2.	☐ Issue acknowledgement letter to each candidate submitting application.		Upon candidate completing register	Register	When the need arise
3.	☐ Every application received via post office should be stamped		On day of receipt	Stamped application form	1 day



Standard Operating Procedure

4.	☐ Collection of applications from Post Office	HR Registry	Daily	Stamped applications by HR Registry	Once per day
5.	☐ Prepare boxes clearly mark reflecting post title, reference and closing date	HRA DO/HO	Date of advertisement of post	Advert	1 day
HR Sifting of applications					
1.	☐ Verify Z83 application form for the following ○ Reference Number (will take precedence) ○ Applicant signature (Electronic signature can be accepted)	HRA DO/HO	During masterlisting	Candidates application with attachments	Z83 application form
	☐ Date of application ○ Certified attachments as required in the advert				
2.	☐ Masterlist all applications received (including disqualified based on the sifting of applications)	HRA DO/HO	On day of receipt	Annexure 4	Accurate and completed Annexure 4
3.	☐ Verify applications received against register signed by applications and register received via post office	Recruitment supervisor HO/DO	Daily	Register of application	Sign off by supervisor
Pre- Shortlisting process					
1.	☐ Book a venue	Secretariat	1 week before shortlisting		
2.	☐ Post reminder in writing to Labour Representative		3 days before shortlisting		
3.	☐ Prepare HR documentation for each panel member		1 day before shortlisting	Annexure 6	
Shortlisting					



Standard Operating Procedure

1.	☐ Ensure all HR documentation is signed ○ Annexure 6 (Confidentiality) ○ Annexure 9 (Attendance register) ○ Annexure 7 (Recommendation by panel) ○ Annexure 16 (Declaration by Unions)	Secretariat	Day of shortlisting	Signed HR documentation	1 day
2.	☐ Verify applications shortlisted for correctness and compliance to shortlisting criteria			Shortlisted CV's	1 day
Post Shortlisting process					
1.	☐ Create Recruitment pack as per checklist		Immediately after shortlisting	Checklist	1 day
2.	• Inform shortlisted candidates verbally and in writing to attend interview detailing the date, venue, time and post • Attached the fingerprint form and indicate to candidates to submit on day of interview	Secretariat	1 Day after shortlisting or after shortlisting	Shortlisted candidates	1 day
3.	• Prepare packs for the panel that contain • Copies of CV's • Advert		2 Day after shortlisting	Complete packs for each panel member	1 day
	• Writing paper • Annexure 9 • Annexure 6 • Annexure 16.				
Interviews					
1.	☐ Ensure all HR documentation is signed ○ Annexure 6 (Confidentiality) ○ Annexure 9 (Attendance register) ○ Annexure 16 (Declaration by Unions)	Secretariat	Day of interview	Signed HR Documentation	1 day



Standard Operating Procedure

2.	☐ Ensure that candidates sign attendance register (Annexure 11)			Signed Annexure 11
3.	☐ Ensure that questions are compiled before commencement of interview			Minutes
4.	☐ Ensure all candidates submit fingerprints			Completed fingerprint forms by candidates
5.	☐ Take minutes during interviews			Minutes
Pre-screening of nominated candidates				
1.	☐ Prepare SAQA template and scan copies of qualification to be submitted to HO	Secretariat	1 day after interviews	
2.	☐ Conduct 2 reference checks for nominated candidates. (Annexure 13) NB***The reference signature must appear on the reference check			Completed and signed Annexure 13
3.	☐ Prepare SAPS letter and submit fingerprints			Outcome of fingerprint
4.	☐ Prepare Home Affairs letter and submit for ID verification			Verified ID's numbers by Home Affairs
5.	☐ Prepare appointment submission (Annexure 12)		2 days after interview	Annexure 12
6.	☐ Submit recruitment for approval		3 days after interview	Completed recruitment pack
Recordkeeping				
1.	☐ Ensure that a copy of the recruitment pack is made for audit purposes	Secretariat	Upon receipt of approval	Recruitment pack



Standard Operating Procedure

Disposal of CV's					
1.	☐ Prepare submission to dispose of CV's NB* Please refer to National Archive Act for timeframe of disposal of CV's	HRA DO/HO	Annually	List of posts and number of CV's to dispose	
	☐ Follow SCM processes to obtain a service provider to dispose of CV's		Upon receipt of approval	Approved submission	
	☐ Ensure that CV's are disposed	Appointed Service Provided	Upon receipt of order	All CV's approved to be disposed	
<u>END</u>					



Standard Operating Procedure

ABBREVIATIONS & DEFINITIONS	
ABBREVIATION	DEFINITION
OTP	Office of Premier
SAPS	South African Police Service
SAQA	South African Qualifications Authority
HRA	Human Resource Administration
ECDOE	Eastern Cape Department of Education
SCM	Supply Chain Management

REFERENCES	
TYPE OF REFERENCE	REFERENCE
<i>*TYPE OF REFERENCE (e.g. relevant legislation, policies, documents, manuals and handbook systems)</i>	
Policy	Departmental Recruitment & Selection policy Section 11