

RESOLUTION

EDUCATION LABOUR RELATIONS COUNCIL

RESOLUTION NO 13 OF 1995

CRITERIA FOR THE ADVERTISING AND FILLING OF EDUCATOR POSTS

The parties to the Education Labour Relations Council note the following:

- * NAPTOSA's position that it is in favour of the advertisement and filling of existing vacancies.
- * NAPTOSA's position that it will not accept any system which will prolong the existing period of dealing with applications.
- * That the confidentiality of applications must be guaranteed.

The parties therefore agree and resolve in terms of section 12 of the Education Labour Relations Act, 1993 (Act No 146 of 1993) that the advertising and filling of educator posts shall comply with the following criteria:

1. ADVERTISING

1.1 The advertisement of vacancies/posts for educators must be -

(a) self-explanatory and clear and must include -

- minimum requirements,
- procedure to be followed for application,

- names and telephone numbers of contact persons,
- preferable date of appointment, and
- closing date for the receipt of applications;

(b) accessible to all that might qualify or are interested in applying for such post(s);

(c) non discriminatory and in keeping with the provisions of the Constitution of the RSA.

1.2 All vacancies/posts in educational institutions are to be advertised in a Gazette, the existence of which shall be made public by means of an advertisement in the public media both provincially and nationally. The information to be furnished in the latter advertisement shall include offices and addresses where the Gazette is obtainable. The Gazette must be circulated to all educational institutions within the province.

1.3 Educator posts outside educational institutions shall be advertised in the national media.

2. SIFTING

The employing department shall acknowledge receipt of applications and handle the initial sifting process to eliminate applications of those candidates who do not comply with the requirements for the posts(s) as stated in the advertisement.

3. SHORTLISTING

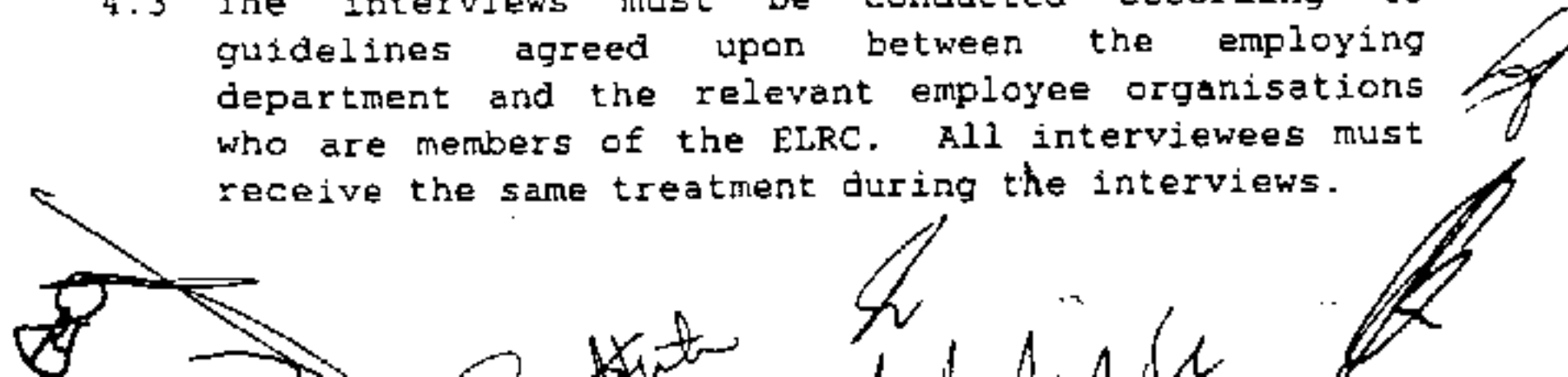
3.1 All applications that meet the minimum requirements shall be handed over to the Institution's Governance Structure responsible for the specific institution, or, in the case of a post outside an institution, to the head of the applicable office or such other official to whom the necessary powers have been delegated.

3.2 The employing department, together with the relevant employee members of the Education Labour Relations

Council, shall formulate general criteria for shortlisting candidates, and these shall be made available to the institutions' governance structures and officials concerned.

- 3.3 The Institution's Governance Structure or head of the office concerned can also formulate additional criteria in consultation with the relevant employee organisations who are recognised members of the ELRC.
- 3.4 The Institution's Governance Structure or official concerned must then apply these criteria and shortlist the applicants for interviews. The relevant employee organisations shall be granted the opportunity to observe this process to satisfy themselves that these criteria were applied properly, provided that should any of such employee organisations fail to utilise this opportunity, such failure shall not negatively affect this process.
- 3.5 All candidates on the shortlist must then be called for an interview. The list of shortlisted candidates must be manageable.
- 3.6 Candidates must be informed timeously of the result of their application.

4. INTERVIEWING

- 4.1 The Institution's Governance Structure or official concerned must then establish an interviewing committee.
- 4.2 The relevant employee organisations who are members of the ELRC must be informed about the dates of interviews.
- 4.3 The interviews must be conducted according to guidelines agreed upon between the employing department and the relevant employee organisations who are members of the ELRC. All interviewees must receive the same treatment during the interviews.
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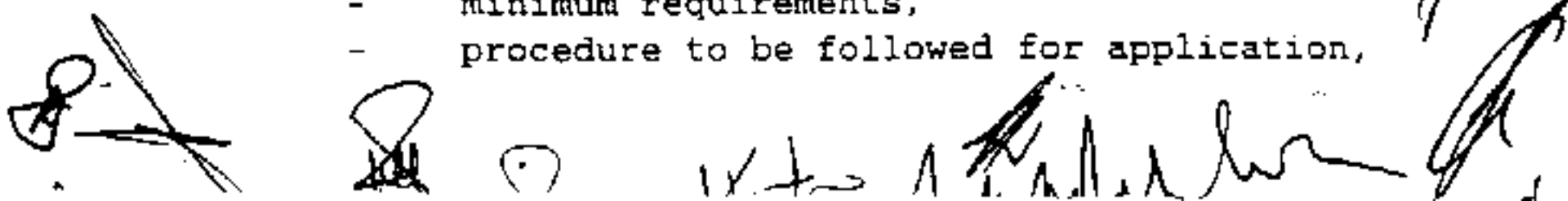
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4.4 The interviewing committee must then rank the candidates in order of their preference, and give a brief motivation for their choice. During this process the relevant employee organisations of the ELRC can send observers to sit in.

4.5 The employing department must then satisfy itself that procedures as agreed upon were followed, and that there are no disputes from any of the parties involved before making the final decision.

5. RECORDS OF INTERVIEWS

The employer must ensure that accurate records are kept of proceedings dealing with the interviewing of candidates shortlisted as well as decisions relating to the nomination of the suitable candidate.

SIGNED AT PRETORIA on this 22nd day
of November 1995.

EMPLOYER PARTIES

| PARTY | SIGNATURE |
|--------------------------------------|---|
| <u>Boon Lee</u> | <u>B. D. E. (in-charge of Dept)</u> |
| <u>[Signature]</u> | <u>SAFSAS</u> |
| <u>[Signature]</u> | <u>NDPE</u> |
| <u>[Signature]</u> | <u>NCED</u> |
| <u>[Signature]</u> | <u>MINISTER'S DEPARTMENT OF EDUCATION</u> |
| <u>Mutamelobu M. Mponalanga Dept</u> | |
| <u>[Signature]</u> | <u>CTPA</u> |
| <u>[Signature]</u> | <u>REN-PB?</u> |

EMPLOYEE PARTIES

| PARTY | SIGNATURE |
|--------------------|-------------------|
| <u>[Signature]</u> | <u>SADCC</u> |
| <u>[Signature]</u> | <u>IUA/TA</u> |
| <u>[Signature]</u> | <u>STAVSE</u> |
| <u>[Signature]</u> | <u>TD</u> |
| <u>[Signature]</u> | <u>COPEL</u> |
| <u>[Signature]</u> | <u>OVNDY</u> |
| <u>[Signature]</u> | <u>OPPA</u> |
| <u>[Signature]</u> | <u>SATA</u> |
| <u>[Signature]</u> | <u>SWAN</u> |
| <u>[Signature]</u> | <u>SWOV (REN)</u> |
| <u>[Signature]</u> | <u>RPEL</u> |