



CAPE WINELANDS DISTRICT
MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

**GUIDELINES APPROVED BY COUNCIL ON 13 JANUARY 2022
AT ITEM C.15.1 [CONFIDENTIAL MEETING]**

APPOINTMENT OF SUPPORT STAFF TO OFFICES OF PUBLIC OFFICE BEARERS

1. A vacant post on the approved staff establishment may not be filled unless –
 - 1.1 The municipal manager has approved the filling of the post, subject to the operational need; and
 - 1.2 The post is budgeted for.
2. The municipal manager will follow a head-hunting process to fill vacant posts on the approved staff establishment for Councillor Support Services, however the municipal manager as head of the administration reserves the right to advertise vacant posts in the open market, either locally or nationwide.
3. Any person head-hunted for appointment in a post on the approved staff establishment for Councillor Support Services must –
 - 3.1 Comply with the requirements of the Cape Winelands District Municipality's Employment Equity Plan;
 - 3.2 Be a South African citizen, permanent resident or foreign national with a valid work permit; and
 - 3.3 Possesses the relevant competencies, minimum educational qualifications and work experience as applicable to the post.
 - 3.4 Disclose the following:
 - 3.4.1 His or her qualifications and experience;
 - 3.4.2 His or her contactable references;
 - 3.4.3 His or her registration with a relevant professional body, if applicable;

- 3.4.4 Full details of any dismissal for misconduct or substandard performance; and
- 3.4.5 Any disciplinary actions, whether pending or finalised, instituted against the person in his or her current or previous employment;
- 3.4.6 Full details of any close relationship with either an office bearer of the Cape Winelands District Municipality or an official of the Cape Winelands District Municipality.

4. Reference checks and personal credential verification will be conducted prior to any appointment by –

- 4.1 Verifying the person's suitability for the job with the current or previous employer;
- 4.2 Establishing the validity of a person's qualifications and any other verification required by the specific post;
- 4.3 Determining whether a person has been dismissed previously for misconduct or poor performance by another municipality or employer, and, if so, the nature of that misconduct or poor performance; and
- 4.4 Verifying any other additional personal credentials as may be required by the nature of the job such as criminal records, identification document, security clearance, and where necessary, credit checks.

5. Persons appointed on the approved staff establishment in order to support an office of a public office bearer–

- 5.1 Will be appointed on a fixed-term contract of employment linked to the terms of office of the specific public office bearer.
- 5.2 The duration of the fixed-term contract of employment contract may not be longer than 30 days after the public office bearer vacates office.