

EPWP SUMMIT

15 NOVEMBER 2016

PRETORIA - GAUTENG

EPWP RECRUITMENT GUIDELINES



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA



EXPANDED PUBLIC WORKS PROGRAMME



PRESENTATION OUTLINE

- Introduction
- Problem Statement
- Purpose of the recruitment guidelines
- Objectives of the recruitment guidelines
- Recruitment Guiding Principles
- Recruitment Guidelines and Targets
- Monitoring and Evaluation
- Measures required to deal with non-compliance
- Roles and Responsibilities of Stakeholders in the recruitment process

INTRODUCTION

- ❑ Four universal principles have been introduced in EPWP Phase 3 & adopted for adherence by all public bodies implementing the programme. The four principles are as follows:
 - ✓ **Workers are recruited through a fair and transparent process.**
 - ✓ Adherence to the Minimum Wage.
 - ✓ Work provides or enhances public goods or community services.
 - ✓ Compliance with minimum labour-intensity appropriate to the Sector.

- ❑ Employment of EPWP participants is governed by the following documents:
 - ✓ Code of Good Practice for Employment and Conditions of Work for Special Public Works Programmes.
 - ✓ Ministerial Determination 4: Expanded Public Works Programmes.

- ❑ To assist public bodies with the process of selecting workers through a **fair & transparent process**, the EPWP Recruitment Guidelines were developed.

PURPOSE & OBJECTIVE

- ❑ To ensure uniformity across all sectors in the process of recruitment of participants.
- ❑ To provide guidance in the selection process.
- ❑ To eliminate unfair and biased practices.
- ❑ Provide a fair, transparent, equitable and non-unambiguous process.
- ❑ To provide guidance to EPWP stakeholders on their roles and responsibilities.

PROBLEM STATEMENT

- ❑ **Patronage** in the recruitment of labour.
- ❑ **Inconsistency** in the recruitment of EPWP participants
 - ✓ potential damage to EPWP brand.
- ❑ Lack of **transparency** in recruiting.
- ❑ Lack of a fair and clearly **defined criteria & process**.
- ❑ **Exclusion** - inability to effectively reach the intended target participants.
- ❑ Stakeholder roles unclear in the recruitment processes.

RECRUITMENT GUIDING PRINCIPLES

❑ FAIRNESS

- ✓ The process should have a predictable methodology that affords equal opportunity to the target community members (refer to Code of Good Practice for EPWP).
- ✓ The process shall not be manipulated for gain or to discriminate on the basis of colour, tribe, place of birth, ethnic or social origin, language, social status, religious belief, political affiliation, opinion, custom, culture, sex, gender, marital status, pregnancy, disability, economic or social status (refer to Constitution of RSA 1996).

❑ EQUITY

- ✓ Potential EPWP participants shall be given equal access regardless of their background in order to enable full and active participation in all aspects of the programme.

RECRUITMENT GUIDING PRINCIPLES

❑ TRANSPARENCY

- ✓ Target community members shall be afforded opportunity to witness and participate in the entire recruitment process.
- ✓ Before the recruitment process commences, all involved must be made aware of the conditions.
- ✓ For work requiring persons with a particular profile (e.g. skills & qualifications) the selection criteria shall be specified before the recruitment of participants.
- ✓ A process for swift redress must be outlined and agreed upon by relevant stakeholders before the selection of participants.

RECRUITMENT GUIDING PRINCIPLES

❑ ACCOUNTABLE

- ✓ Persons managing the recruitment process shall be answerable to relevant stakeholders for their actions.
- ✓ The person responsible for the recruitment process shall be made known to all stakeholders prior to the commencement of the recruitment process.

❑ Ethics

- ✓ All involved in the recruitment process shall conduct themselves in a manner that demonstrates professional integrity.
- ✓ Ethical behaviour shall include:
 - Avoidance of conflict of interests.
 - Devoid of personal gain.
 - Devoid of undue favours.

RECRUITMENT GUIDING PRINCIPLES

Respect for Environment

- ✓ EPWP stakeholders should endeavour to sustain the environment for the benefit of future generations.

Commitment

- ✓ Nurturing and protecting the wellbeing of the individual, family, communities and the nation through diligent execution of EPWP programme.

RECRUITMENT GUIDELINES

- ROLES & RESPONSIBILITIES
- RESPONSIVE TO EPWP REQUIREMENTS
- COMMUNITY PARTICIPATION
- WAGE SETTING
- ACCESS TO INFORMATION
- INDUCTION
- ELIGIBILITY
- TARGETING & SELECTION

MONITORING AND EVALUATION

- ❑ **Process** – The monitoring and evaluation will be done at various levels depending on the roles of the various stakeholders. National and Provincial DPW will monitor compliance of public bodies to the Recruitment Guidelines by performing sampled assessments on implementing bodies.

- ❑ **Tools** – the monitoring and evaluation tools must be linked to the indicators and EPWP Reporting System. Mechanism must be in place to:
 - ✓ Verify if standards have been met.

 - ✓ Institute appropriate action against persons contravening this Recruitment Guidelines.

 - ✓ Sanction those performing below the expected ethical standards or rewarding those exceeding same.



MEASURES REQUIRED TO DEAL WITH NON-COMPLIANCE

- Non-compliance will be dealt with at operational levels using existing institutional policies.
- Implementing bodies must institutionalise a mechanism to expose non-compliance with this Recruitment Guidelines.
- Implementing bodies must have mechanisms for redress and/or sanctions when duties and commitments are not met.
- The Public Employment Programmes Inter-Ministerial Committee (PEP-IMC) may be leveraged if issues are not resolved at the operational level.



NATIONAL DEPARTMENT OF PUBLIC WORKS (NDPW)

- To **develop strategic documents** to assist in the implementation of the EPWP.
- To **conduct workshop** on the implementation of the document.
- To ensure alignment of the existing EPWP municipal policies to the Recruitment Guidelines.
- To conduct **evaluation assessments** on the impact of the Recruitment Guidelines.
- To develop **mechanism to monitor compliance** to the Recruitment Guidelines.



PROVINCIAL DEPARTMENTS OF PUBLIC WORKS

- To provide **support on the roll-out of the guidelines** within the province.
- Utilise existing coordination structures to ensure progress in the implementation of the guidelines.
- To identify areas of concern with regard to the implementation and communicate them to the national DPW.
- To ensure that the social facilitation and induction workshops on the Recruitment Guideline Principles.
- To ensure that the recruitment process is undertaken in partnership with the community.
- Ensure wage rates comply with the minimum EPWP rates – the rate must be communicated prior to recruitment.



MUNICIPALITIES

- ❑ Must ensure that the recruitment of EPWP participants is aligned to the Recruitment Guidelines.
- ❑ To ensure that during the facilitation process, the communities are made aware of the recruitment process to be followed, the Ministerial Determination and the Code of Good Practice.
- ❑ To workshop the relevant community structures on the recruitment process and EPWP Recruitment Guidelines.
- ❑ A process of redress must be outlined before the commencement of the recruitment process.



THANK YOU

Devan Pillay

Chief Director: PEP-IMC & Convergence

Email: Devan.Pillay@dpw.gov.za

Cell: 082 317 2873

