

ANNEXURE A



South African
Weather Service

ISO 9001 Certified Organisation

Policy Recruitment and Selection South African Weather Service

Template reference: CA-TQM-TEMP-005

Version: 4

Document Reference: HCM-HCS-POL-003

Document Type: Policy

Version: 3

This document is controlled in terms of the South African Weather Services' Quality Management System and may not be edited, distributed or deemed obsolete without permission of the Management Quality Representative

Section A Preliminary Informative Elements

Document Control

Version and Amendment Schedule

Version	Version Date	Author	Description of Amendments
1	07 July 2009	Herman Pheiffer & Schoeman Nkosi	Document Created
2	October 2013	Khanyisa Hanisi	Policy Review
3	March – November 2015	Khanyisa Hanisi	Policy Review, Bargaining Forum Review, EXCO Policy Review input, HRRC input
3	July & October 2016	Khanyisa Hanisi	Board, HRRC input
3	January 2017	Khanyisa Hanisi	Board input

Compliance Schedule

Compliance Type Checked	Compliance Approved by:	Responsibility	Signature	Date of Approval
Documentation Compliance	Mr. Mandlesilo Mavimbela	Manager: TQM	<i>Mavimbela</i>	30/01/2017
Legal Compliance	Ms. Sanele Mthuli	Manager: Legal Services	<i>Mthuli</i>	30/01/2017

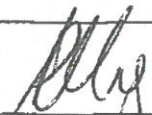

Control Schedule

Approved By	Designation	Responsibility	Signature	Date Approved	Copy Status
Ms. Julia Mphafudi	GM: Human Capital Management	Document Owner	<i>JM</i>	22/01/2017	Master
Ms. Thobile Ntusi	Acting Company Secretary	Verification of Board Approval	<i>NT</i>	30/01/2017	
Mr. Jerry Lengoasa	Chief Executive Officer	Recommendation to Board	<i>JL</i>	15/06/2017	

UNCONTROLLED COPY: WHEN PRINTED OR USED OUTSIDE THE ELECTRONIC QUALITY MANAGEMENT SYSTEM

Policy: Recruitment and Selection

Policy Approval

Approved By	Designation	Responsibility	Signature	Date Approved	Copy Status
Ms. Ntsoaki Mngomezulu	Chairperson: SAWS Board	Approving Authority		 20/06/17	

UNCONTROLLED COPY: WHEN PRINTED OR USED OUTSIDE THE ELECTRONIC QUALITY MANAGEMENT SYSTEM

Public Document:

Document Reference : HCM-HCS-POL-003

Page 4 of 22

Table of Contents

Section A.....	2
Preliminary Informative Elements.....	2
Document Control	3
Table of Contents	5
1. Executive Summary	6
2. Date of the Policy.....	7
3. Term of the Policy.....	7
4. Interpretation	8
4.1 Policy Statement.....	8
4.2 Purpose.....	8
4.3 Objectives.....	8
4.4 Scope.....	9
4.5 Reference to other policies and Governance Framework	9
4.6 Reference to Statutory and Regulatory Requirements.....	9
4.7 Terms and Definitions	9
4.8 Symbols and Abbreviation	10
Section B.....	11
Nominative Elements.....	11
5. Key Role Players and Responsibilities.....	12-13
6. General Principles of the Policy.....	13-20
7. General	20
Section C	21
Supplementary Informative Elements.....	21
8. Documentation and Annexure.....	22

1. Executive summary

SAWS is committed to the recruitment and selection of those competencies to ensure, amongst others, fairness and transparency in the process of appointment of candidates who are competent and can contribute to SAWS' long-term success. This policy has been implemented and adopted by the Board of SAWS (the "Board") to ensure that SAWS has the opportunity to attract the best available employees for all vacant positions. This policy relates to employment of all employees, up to and including executive employees, other than the Chief Executive Officer ("CEO").

This policy seeks to achieve SAWS strategic objectives, including but not limited to (i) structural and operational efficiency of SAWS, (ii) consideration of employment equity in relation to the demographic composition of the workplace, and (iii) SAWS obligations under the relevant legislation promulgated from time to time.

2. Effective date of this policy

This policy, as amended from time to time, shall become effective on the date of approval by the Board of SAWS (the "Board").

3. Term of the policy

This Policy shall remain effective until it is repealed, amended or replaced by the Board.

4. Interpretation

4.1 Policy statement

- a) SAWS is established under the South African Weather Service Act 8 of 2001 (as amended) as the national weather service of South Africa, and is a scientific service provider of meteorological services. As a public entity under schedule 3A of the Public Finance Management Act 29 of 1999 (as amended) PFMA, SAWS is duty bound to conduct its operation with the highest degree of effectiveness and transparency;
- b) With a particular acknowledge of its legislative mandate, SAWS recognises the importance of employing the most suitable applicants for all vacant positions;
- c) SAWS will ensure it has the best opportunity to attract the best available applicants by broadly advertising internally and externally as deemed appropriate by management, assisted by Human Capital Management (“HCM”), all vacant positions;
- d) SAWS will take all reasonable steps to ensure that applicants may be safely entrusted with the duties of their position;
- e) SAWS will internally advertise all vacant positions to current employees to encourage career advancement and increase participation;
- f) SAWS is committed to providing a work environment that is free from harassment and discrimination; and
- g) All recruitment and selection procedures and decisions will reflect SAWS’ commitment to providing equal opportunity by assessing all potential applicants according to their skills, knowledge, qualifications and capabilities.

4.2 Purpose

The purpose of the Recruitment and Selection Policy is provide guidance on implementation of recruitment and selection at SAWS.

4.3 Policy objectives

This policy seeks to ensure that all recruitment and selection practices and procedures follow a fair and transparent process in appointing the most competent candidates to meet SAWS’ strategic objectives from time to time.

4.4 Scope

This policy shall apply to all the SAWS' employees, whether employed on permanent or fixed term contracts of employment, as well as candidates for employment.

4.5 Reference to other Policies and Governance Framework

- i) Skills Development Policy;
- ii) Disciplinary Policy;
- iii) Acting Policy;
- iv) Relocation Policy;
- v) and other applicable policies.

4.6 Reference to Statutory and Regulatory Requirements

SAWS is established under the provisions of the South African Weather Service Act 8 of 2001 (as amended) ("SAWS Act"). As a statutory entity, this policy has considered the legislative obligations on SAWS promulgated from time to time, including but not limited to:

- (i) the SAWS Act;
- (ii) Public Finance Management Act 29 of 1999, and
- (iii) provisions of all relevant labour legislation from time to time.

4.7 Terms and Definitions

- a) **"Applicant"** means an applicant for employment;
- b) **"EEA"** means the Employment Equity Act 55 of 1998 (as amended);
- c) **"Employee"** means any person, excluding an independent contractor, who works for SAWS and who receives, or is entitled to receive remuneration;
- d) **"Foreign National"** means someone who is not a naturalised citizen of the country, but is a temporary resident in South Africa with a work or study permit, (it excludes those purely on holiday and on business visits);
- e) **"Grievance"** means any feeling of dissatisfaction or perception of unfair treatment in relation to working conditions;
- f) **"Immigration Act"** means the Immigration Act 13 of 2002 (as amended);

UNCONTROLLED COPY: WHEN PRINTED OR USED OUTSIDE THE ELECTRONIC QUALITY MANAGEMENT SYSTEM

- g) **“In-service training”** means the professional training programme for students created at SAWS for a fixed limited period which may, in the discretion of the CEO and management, be paid or unpaid;
- h) **“Internship”** means a temporary position for a fixed period created at SAWS with an emphasis on on-the-job training rather than employment, which may, in the discretion of the CEO and management, be paid or unpaid;
- i) **“LRA”** means the Labour Relations Act 66 of 1995 (as amended);
- j) **“Relative”** means a family member of an Employee, including but not limited to mother, father, sister, brother, wife, husband, partner, children, grandparents, grandchildren, in-laws, step parents, step children, step siblings, foster children; and
- k) **“Temporary Employment Services”** work performed by a TES employee for a period not exceeding three months; or work performed by a TES employee as a substitute for a worker who is temporarily absent; or work performed by a TES employee in a category of work for any period of time established in terms of a collective agreement in a bargaining council or by way of a sectoral determination.

4.8 Symbols and Abbreviation

CEO	Chief Executive Officer
EEA	Employment Equity Act
GM	General Manager
HCM	Human Capital Management
LRA	Labour Relations Act
SAWS	South African Weather Service
TES	Temporary Employment Services
SAQA	South African Qualifications Authority

SECTION B: Normative Elements

5. Key Role Players and Responsibilities

5.1 Chief Executive Officer

- a) The CEO shall ensure that the controls are established to implement this policy, and may, in furtherance of this responsibility, condone, in writing any deviation, where it meets the strategic objectives from SAWS and/or the inherent requirements of any vacancy from time to time; and
- b) Appoint employees to drive the mandate of the South African Weather Service. It should be noted that interns this includes the appointment of interns which is done Human Capital Management.

5.2 Human Capital Management

- a) HCM, in its capacity as the custodian of this policy and the entrenched processes, shall:
 - i) ensure that copies are readily available to employees so that they may access same to familiarise themselves with the content thereof;
 - ii) retain records of the recruitment processes, whether informal or formal;
 - iii) offer guidance to management generally on the implementation of this policy;
 - iv) develop further rules, procedures, policies to support this policy, if necessary; and
 - v) review, amend and/or supplement this policy when necessary, subject to the approval of the Board.
- b) Recruitment is a function that vests, generally, and under the provisions of this policy, with line management, duly assisted by HCM.

5.3 Employees

- i. Employees are responsible for co-operatively supporting and complying with this policy, and taking ownership of continually improving themselves in the workplace through self-initiative, appetite for knowledge and success and providing feedback to management on anticipated or actual outcomes or expectations; and
- ii. Queries regarding the application or interpretation of this policy, as well as suggestions for improvements, should be referred to HCM, in its capacity as the custodian and;
- iii. Queries or disputes relating to the process of the application of Recruitment and Selection policy can be referred to Employee Relations office either by the employee or through an employee representative (when applicable).

6. General Principles of the Policy

6.1 Confidentiality

All information relating to Applicants and Employees under this policy shall be regarded and treated as confidentially sensitive, and will not be disclosed, disseminated and/or discussed with any party without the permission of the person to whom such information relates, other than those who have a legitimate right to such information.

6.2 Categories of typical and atypical employment

- a) SAWS employs Applicants in the following categories, based on its strategic objectives and/or operational requirements from time to time:
 - i) permanent employee;
 - ii) fixed term employee, subject to the limitation imposed on SAWS under the provisions of the LRA and the EEA;
 - iii) Internship; and
 - iv) In-service training programme.
- b) SAWS makes use of the services of contractors, consultants and TES employees from time to time. Particularly with regard to the services of TES employees, SAWS will only make use of such services within the perimeters of the provisions of the LRA and the EEA.

6.3 Cost effectiveness

Whilst SAWS intend to attract the best talent, recruitment practices and procedures implemented by management and HCM shall take into account the following:

- a) that the position in question has been approved within the existing organizational structure;
- b) the available budget for the vacancy; and
- c) ensure that there is still room to accommodate any possible negotiations between management and HCM on the one hand, and the Applicant on the other.

6.4 Verification of Applicants

- a) SAWS reserves the right, in its discretion, subject to its strategic objectives and the inherent requirements of any vacancy, from time to time, to verify the (i) status (citizenship) under the Immigration Act; (ii) qualifications, including SAQA verification (where appropriate); (iii) experience; and/or (iv) employment history/record of all Applicants. No Foreign National may be employed outside the perimeters of the provisions of the Immigration Act, particularly the limitations of his/her working visa issued from time to time. SAWS will not carry any costs and/or liability associated with an Applicant's working visa;
- b) All supporting documents should accompany the applicants for employment by the Applicants for them to be considered for employment by SAWS;
- c) In furtherance of this clause, SAWS may request any documents that are not forthcoming; and
- d) In the event that Applicants cannot substantiate the factors in 6.4 (a) above, such Applicants cannot be employed by SAWS, unless the CEO has expressly condoned such non-compliance in writing to management and HCM.

6.5 Assessments

Subject to the requirements of the EEA, where the employment conditions, fair distribution of employee benefits and/or the inherent requirements of the vacancy permit, an Applicant (whether an existing employee or not) may be requested to undergo (i) medical testing, (ii) psychological testing, and/or (iii) other testing.

[Note: Such testing must comply with the requirements set out in the EEA from time to time.]

6.6 Existing employees

Existing employees should be afforded the opportunity to fulfil the future human capital requirements. Management, assisted by HCM, shall continuously engage with existing employees to identify (i) training needs, (ii) career paths, (iii) scarce and critical skills, amongst existing employees.

6.7 Considerations of employment equity

As required under the provisions of the EEA from time to time, all Applicants shall be selected against SAWS obligations in its capacity as a designated employer, and its statutory duties thereunder.

6.8 Nepotism

- a) Nepotism refers to the practice among those with power or influence of favouring relatives or friends, by giving such persons jobs or preferring their career advancement over other employees and/or Applicants.
- b) SAWS does not encourage the placement of a relative and/or friend of existing employees, and shall, where possible, avoid this, particularly where the placement would be within the same management department.
- c) In the event any manager and/or executive involved in a recruitment process comes to learn of a potential conflict, as contemplated in this clause, he/she is required to disclose this in writing to the CEO as soon as is reasonably possible, and cannot pursue any such process with either an existing employee or an Applicant (as the case may be) to whom he/she shares a friend and/or familial relationship, without the express written permission of the CEO or such other person nominated by the CEO for this purpose.
- d) In the event any employee comes to learn of a conflict, as contemplated in this clause, he/she is required to disclose this in writing to the CEO as soon as is reasonably possible.
- e) It is expressly recorded that the appointment of a friend and/or relative may only be considered in the following instances:
 - i) this person is the most suitable candidate for the vacancy based on the inherent requirements of the vacancy and/or the strategic objectives of SAWS from time to time; and
 - ii) following a completed declaration by the existing employee (management or HCM as the case may be), authorization is granted by the CEO or such other person nominated for this purpose from time to time.

- f) The appointment of a friend and/or relative shall not be approved, amongst others, and in the discretion of the CEO or such person nominated for this purpose from time to time, where it will lead to a compromising situation regarding daily management of such person, including but not limited to:
 - i) appointments, promotion, retention, or salary; and/or
 - ii) supervising, directing, evaluating, or influencing the evaluation of the work.

6.9 Recruitment needs

Prior to filling a vacancy using the recruitment methods, the following must be confirmed:

- a) that the position in question has been approved within the existing organisational structure;
- b) the available budget for the vacancy;
- c) an approved requisition form from the manager involved in the recruitment process; and
- d) a job description for the role completed by manager involved in the recruitment process.

6.10 Methods of recruitment

a) Advertising

- i) All vacancies up to level 10 may be advertised internally. Should no applications be forthcoming or should there be no candidates that meet the strategic objectives of SAWS and the inherent requirements of the vacancy, by the closing dates, it shall then be externally advertised;
- ii) Vacancies in positions level 11 and above may be advertised internally and externally simultaneously;
- iii) The use of recruitment agencies may be limited and subject to budget availability and in compliance with supply chain processes in place from time to time;
- iv) Adverts for Applicants in the Internship programme will be advertised internally and externally simultaneously;
- v) All vacancies should be filled within a reasonable time from when it is first advertised.
- vi) Adverts shall have a disability friendly logo and shall have an equal opportunity clause and a declaration clause that SAWS reserves the right not to fill the advertised positions; and

vii) SAWS may consider the reasonable payment of transport costs for Applicants selected for interviews who are based in another region or province, subject to availability of budget to do so, and in the discretion of the CEO or such person nominated for this purpose.

b) Head hunting

With regard to (i) scarce and/or critical skills, and (ii) the placement of managers, senior managers and executives, required in the workplace, SAWS reserves the right to make use of head hunting services from time to time.

c) Consideration of Board Members (Current and Former) as SAWS employees

SAWS reserves the right not to appoint current and former Board Members as its employees. Such consideration will be done at least 24 months cooling period after being a member of the SAWS Board.

d) Succession planning

Giving regard to the recruitment principles, SAWS shall ensure that the pool of required skills is available amongst existing employees, where this is possible. This includes the transfer of skills by employees that are nearing retirement. SAWS will still be obliged to follow the advertising requirements in a) above for positions available.

e) Appointment of students

Students who have received funding from SAWS in the form of bursaries or scholarships, may be considered as Applicants when vacancies arise that meet their qualifications. SAWS will still be obliged to follow the advertising requirements in a) above. This excludes the students absorption which is done as part of talent acquisition and retention strategy of the organisation.

f) In-service training and Internship programme

i. Applicants selected for the In-service training and Internship programmes are based strictly on the strategic objectives of SAWS and the inherent requirements of the respective programmes from time to time; and

- ii. The limitation to this selection process is set out in the recruitment principles and provisions regulating nepotism above.

g) Induction of new employees

- i) SAWS seeks to ensure that all newly appointed employees receive the appropriate induction, initial training and the necessary support for a continuous employment relationship between SAWS and its employees which is fundamental in setting standards and influencing patterns of behaviour for the future;
- ii) All newly appointed employees will be required to participate in a comprehensive corporate induction which will be organised within 2 months of employment; and to participate in their departmental induction which will be facilitated by the Line Manager or the delegated person within the first week of the employee resuming his/her duties.
- iii) This two-pronged approach seeks to enable the new employees to transition into the working environment and enable them to respond effectively to new responsibilities, as well as introduce them to the organisation, their department, and provide a sound understanding of all the organisational vision, values and strategic objectives, etc;
- iv) Existing employees may be required to participate in re-induction where or when applicable.

h) Probation

- i) All new employees will be placed on a probation period up to a period of 6 (six) months;
- ii) During the period of probation, the employee's suitability for continued employment shall be assessed by the relevant Line Manager and HCM;
- iii) The relevant Line Manager shall be required to set the employment standard and to offer the employee reasonable training, assistance and/or guidance to meet this standard;
- iv) It is incumbent on the Line Manager to provide regular feedback to the employee and for the employee to similarly request training, assistance and/or guidance;
- v) Where the employee is not meeting the employment standard after receiving such further training, assistance and/or guidance, and depending on the length of the initial period of probation, the Line Manager may extend the employee's period of probation or to terminate the employee's employment, subject to the provisions of the LRA; and

vi) Any termination shall comply with the provisions of the LRA, and particularly the Code of Good Practice: Dismissal.

i) Appointment of former employees

i) SAWS may appoint a former employee after a period of 12 (twelve) months from termination of employment, except where:

ii) he/she was dismissed for misconduct;

[Note: In terms of section 84 of the Basic Conditions of Employment Act 75 of 1997 (as amended), any previous employment with SAWS must be taken into account if the break between the periods of employment is less than 1 (one) year and this shall be regarded as continuous employment with SAWS.]

j) Retention of Skills

i) It is generally agreed that the achievement of SAWS's strategic objectives is largely dependent on its ability to attract and retain high calibre individuals. This is particularly important with regard to defined critical skills, strategically critical individuals and ensuring adequate succession;

ii) SAWS shall implement programmes aligned to its Retention Strategy to ensure the availability of relevant skills for its operations. This may include the transfer of skills by the employees nearing retirement or any other planned termination and other critical skills;

iii) SAWS reserves the right not to appoint an employee who has reached the retirement age and there is no reason, based on SAWS strategic objectives and/or the inherent requirements of the vacancy to defer his/her retirement.

k) Transfers and secondments

[Note: This should be read in conjunction with the Relocation Policy.]

i) Employees may be transferred or seconded to other offices or regions based on SAWS' operational requirements and strategic objectives from time to time. SAWS commits to consulting with the employee/s on prior and reasonable notice, subject to the provisions of the LRA;

- ii) SAWS shall be responsible for reasonable costs incurred by the employee and associated with the aforementioned transfer or secondment; and
- iii) SAWS shall not carry the costs of a transfer or secondment of an employee where an employee voluntarily applies for a position warranting travelling and moving to a different location within the boundaries of the organization.

7. General

Not applicable.

SECTION C

Supplementary Informative Elements

8. Documentation and Annexure

- a) Standard Operating Procedure (**HCM-RECRUITMENT-SOP-005**)

End of Document

ANNEXURE B.



ISO 9001 Certified Organisation

Advertisement

The South African Weather Service (SAWS) is a Section 3(a) public entity under the Ministry of Water and Environmental Affairs and is governed by a Board of Directors. The company became a public entity on 15 July 2001 in terms of the South African Weather Service Act (No. 8 of 2001). It is an authoritative voice for weather and climate forecasting in South Africa and as a member of the World Meteorological Organization (WMO) it complies with international meteorological standards. As an Aviation Meteorological Authority, SAWS is designated by the state to provide weather services to the aviation industry, marine and a range of other identified clients and to fulfil a range of international obligations of the government.

The organisation reserves the right not to fill this position. South African Weather Service is an equal opportunity employer.

**General Manager: Human Capital Management
(Five- year contract)
Salary total package negotiable (Ref.WS31/072015)
Centre: Pretoria**

Minimum Requirements and Attributes

- A Masters Degree in Human Resources Management or an equivalent qualification
- Minimum of five (5) years' experience at Executive Management level in Human Capital Management
- Solid expertise in HR key functional areas
- Must have a strategic approach with demonstrated effectiveness at working with the leadership team to design and execute Human Capital Strategies necessary to achieve positive business outcomes
- Strong at planning and multi-tasking
- Demonstrated ability to drive Human Capital processes and to deliver high quality Human Capital services in a fast paced environment
- Experience in a scientific based organisation will be an advantage.

Key Responsibility Areas

The incumbent will report to the Chief Executive Officer and will assume the role of a General Manager: Human Capital Management and will be responsible for the total Human Capital strategy and function management of the following departments: Organisational Development, Human Capital Development and Occupational Health and Safety with the following responsibilities:

- Advise the Board and Executive Management on all aspects of the Human Capital Strategy and Functions
- Ensure efficient design and delivery of all appropriate Policies, Strategies and

Advertisement

Systems to ensure they are in line with industry practices • Refine organization structure to align with the market and delivery requirements.

- Ensure a sustainable development of the relevant Human Capital capacity for the organisation, country and the SADC • Establish a strong, high performance culture and systems that emphasizes empowerment, quality, productivity, standards and goal attainment
- Develop and implement a Talent Management and Retention Strategy • Establish meaningful partnerships with all Stakeholders within the organization • Provide strategic leadership on Human Capital, Knowledge Management or related matters • Deliver on CEO special people related projects.

Leadership Competencies required

- Strategic Capability and Leadership • Stakeholder Engagement • Financial Acumen
- Strategic Positioning & Organisation Transformation • Innovation.

Enquiries for the above-mentioned positions must be directed to: Ms. Khanyisa Hanisi, at Tel. 012 367 6087

All applications (with the relevant reference number) should be emailed to:
recruitment3@weathersa.co.za for the attention of Ms. Faith Borotho

Applications for the above mentioned position must be submitted on form **E1** obtainable from the Weather Services offices or (website, www.weathersa.co.za), and should be accompanied by a Comprehensive CV as well as certified copies of qualifications. No faxed applications will be accepted.

NOTE:

Please note that this is a re-advertisement, candidates who previously applied for the position do not have to apply again.

Closing Date: 20 May 2016

Correspondence will be limited to short listed candidates only. Candidates who have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful.



Record Reference

HCM-ADVERT- WS31/072015

Annexure "C"

Sharon Malope

Annexure "C"

From: Portia Matsane
Sent: Monday, March 19, 2018 12:24 PM
To: Sharon Malope
Subject: INTERVIEWS - GM: HCM ROLE

From: Linda Makuleni <Linda.Makuleni@weathersa.co.za>
Date: Monday, 18 July 2016 at 2:42 PM
To: <david@lefutso.co.za>
Cc: Khanyisa Hanisi <Khanyisa.Hanisi@weathersa.co.za>
Subject: RE: INTERVIEWS - GM: HCM ROLE

Dear David

I hope all is well with you.

I have perused the 6 CV, Here is my preferred list based on the following:

1. Needs of the organisation and challenges that we are dealing with now. The organisation needs someone who has experience that is more than 5 years at an executive position. A combination of HR general with experience in labour relations and OD considering the exercise we are embarking on. The organisation is going to need someone with experience in this specialised area.
2. During our last session of interviews the panel indicated that EXCO is not gender balanced which is correct hence a proposal to headhunt more males with necessary qualification.

I therefore propose:

Ms. Mphafudi

Mr. Modisane

Mr. Mondli

Let us interview three instead of two people.

Kind Regards

Linda

From: david@lefutso.co.za [<mailto:david@lefutso.co.za>]
Sent: 13 July 2016 03:14 PM
To: Linda Makuleni
Subject: Re: INTERVIEWS - GM: HCM ROLE

Hi

That's OK.

Kind regards

David Lefutso

Sent from my HTC

----- Reply message -----

From: "Linda Makuleni" <Linda.Makuleni@weathersa.co.za>
To: "Boardm5" <david@lefutso.co.za>
Cc: "Khanyisa Hanisi" <Khanyisa.Hanisi@weathersa.co.za>, "Boardm1" <Ntsoaki.Mngomezulu@gmail.com>

Subject: INTERVIEWS - GM: HCM ROLE

Date: Wed, Jul 13, 2016 12:40 PM

Dear David

I will give you a call on Friday to discuss the CV so that I am able to share my views with you.

Kind Regards

Linda

Sent from my iPhone

On 13 Jul 2016, at 6:38 AM, David Lefutso | Lefutso Capital (Pty) Ltd
<david@lefutso.co.za<<mailto:david@lefutso.co.za>>> wrote:

Dear Mrs. Hanisi,

Thank you for the CV and clarification. Unfortunately, Ms. Makhaye has fake university qualifications (Woodfield University). The latter is a degree mill that sells online qualifications. Please Google it.

For now, I think we have two strong candidates: Ms. Mphafudi and Ms. Molefe.. Lets interview them both.

Kind regards

David Lefutso

From: Khanyisa Hanisi

<Khanyisa.Hanisi@weathersa.co.za<<mailto:Khanyisa.Hanisi@weathersa.co.za>>>

Date: Tuesday, 12 July 2016 at 3:44 PM

To: <david@lefutso.co.za<<mailto:david@lefutso.co.za>>>, Linda Makuleni

<Linda.Makuleni@weathersa.co.za<<mailto:Linda.Makuleni@weathersa.co.za>>>

Subject: RE: INTERVIEWS - GM: HCM ROLE

Hi David,

As per our telephonic discussion, attached the additional CV for Nokukhanya Makhaye which was not attached, apologies for the oversight. I've also attached the amended summary information for the candidates for your convenience.

Further, I have enquired with the agency and the earnings for the candidates are a coincidence and not a typo as per my assumption.

Kindly note my comments in red in summary attachment.

Regards

Khanyisa

From: Khanyisa Hanisi

Sent: Monday, July 11, 2016 10:10 AM

To: 'david@lefutso.co.za<<mailto:david@lefutso.co.za>>'

<david@lefutso.co.za<<mailto:david@lefutso.co.za>>>; Linda Makuleni

<Linda.Makuleni@weathersa.co.za<<mailto:Linda.Makuleni@weathersa.co.za>>>

Subject: INTERVIEWS - GM: HCM ROLE

Good day Chairperson HRRC and CEO,

Attached the 5 CVs for the GM: HCM role. Kindly discuss and provide the recommended top 3 candidates for the interviews scheduled for 25th July 2016. The top 3 candidates will be circulated to the rest of the panel members.

It will be appreciated if I can receive the recommended list by latest Friday, 15th July 2016.

Regards
Khanyisa

Annexure "D"

APPLICANT SCHEDULE: GENERAL MANAGER- HUMAN CAPITAL MANAGEMENT

No	Tit.	Surname	Initials	Age	Qualifications	Post Occupied	Organization	Exp	Race	Gender	Expected salary
1	Mr.	Moraka	P.T	49	Hons in Public Administration Management Advanced Programme Bachelor of Public Administration Accredited Education, Training & Development Practitioner Diploma in Purchasing Management Diploma Organisation and Workstudy Masters: Philosophy in People Management (current)	Executive Manager: Human Resources	South African Civil Aviation Authority	23	African	Male	R1,5m
2	Ms.	Mphatudi	J	44	MBA Professional Executive Coaching Programme Leadership Development Programme BCom Hons BTech N.Diploma	Senior Executive: HCS & Transformation – previous position	South African Forestry Company Limited (Safcol)- previous employer	18	African	Female	R1,5m
3	Ms.	Molefe	C	42	B.A. Honours Industrial Psychology Advanced Programme in Human Resources Management Advance Programme Certificate in Human Resources B.A Social Work Honours	GM: Human Resources (previous position)	Technology Innovation Agency (TIA) – previous employer	18	African	Female	R1.2m
4	Mr	Mondi	M	49	Masters : Labour Relations Management	Leadership Facilitator Executive Manager: HR GM: OD SM: HR	ITISA PRASA Public Protector				
5	Ms.	Makhaye	N	42	Master: HR	HOD: HR Corporate Executive: HR Snr HR Manager	Ithuba Holdings Gidani Umsobomvu	16	African	Male	R1.4m
								13	African	Female	R1.4m