**Revised process and procedure to recruit and appoint the CEO of CGE – To be shared with the Recruitment Agency**

The revised process and procedure ensure fairness, objectivity and quality of the outcome in the recruitment and appointment of the CEO of CGE.

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| **Activity** | **Responsible person (s)** | **Due date** | **Progress report** |
| **1**. Develop an advert for the position.  The advert developed in March, was revisited and minor changes have been made re-contact person and to ,align with applicable legislations; the job specification has been developed for advertisement and shared with HRD and CFO (together with the advert). | Chair of the Commission Chair of HR and Chair of Legal and Manager HRD | 15 May 2020 | Done |
| **2**. Appoint recruitment agency to put up the advert on various media platform, receive applications, do preliminary selection process which includes verifying qualifications of applicants , any form of criminal records and psychometric tests of the candidates to be recommended by the independent panel. | CFO and SCM | 5th June 2020 | Done |
| **3.** Briefing of the recruitment agency and handing over the final advert and job specifications to the recruitment agency | Chair of the Commission Chair of HR and Chair of Legal, CFO and Manager HRD | 8th June 2020 | Done |
| **4**.**1**. Recruitment agency will put up the adverts on various media platforms from 12th June and closing date for application 26th June 2020. | Recruitment agency | 12th June 2020 | Done |
| **4.2.** In addition, the advert will be publicised on CGE website, also submitted to DPSA to be published in their circular and consideration to publish the advert on the website of the various C9s (SAHRC, CLR, IEC) institutions and others platforms i.e. PANSALB | CGE Manager HR |  |  |
| **5.** Set-up independent panel to interview and make recommendations to the Commission.  The panel will be made up of not less than 3 Heads of Chapter 9 Institutions, representative from Ministry of Finance and two (2) eminent persons with legal, HR and Governance background. | Chair of the Commission Chair of HR and Chair of Legal | 12th June 2020 | Done |
| **6**. Independent panel meeting to set-up guidelines for interviewing as per the advert and nominate the Chairperson of the Independent Panel.  The CGE will be represented by the Chairperson of the organisation, the Chairperson of Legal and the Chairperson of HR in the Panel. | Independent Panel  CGE to facilitate logistics for their meetings. – Chairperson of the Commission and Manager HRD | 26th June 2020 | Done.  The Panel resolved that CGE Chairperson will chair the Panel |
| **7.** Independent Panel receiving CV’s from the recruitment agency (CV’s will be sealed). The sealed envelope/folders will be signed off by the Chair of the Commission Chair of HR and Chair of Legal and Manager HRD.  The Independent Panel will deliberate on:   * The kind of the CGE that CGE is looking for going forward. * The kind of the CEO that will fit that vision of the CEO * The interviews guidelines. | Recruitment agency to give shortlisted to CV’s to Independent Panel Chairperson. | 3rd July 2020 | Done |
| **8**.Candidates invited to interview | Independent Panel through the Recruitment agency | 3rd July 2020 | The panel resolved that this step be deferred to the 8th July 2020. |
| **9.**Finalisations of interviewing guidelines and list of candidates | Independent Panel | 8th July 2020 | Done |
| **10.** Shortlisted candidates to be invited to the interviews.  Each candidate will be given maximum 1hour.  The candidates will prepare a presentation on the topic”: "**Conceptual understanding of gender oppression and the posture that CGE should take for it to be a national and internationally recognized institution in the promotion of respect to gender equality"**  The presentation will be for maximum 25 minutes and the remaining 35 minutes will be for **Q** and **A** session. | Independent Panel through CGE HR Manager | 9th July 2020 | **Not done** |
| **11**.Interviewing of candidates | Independent Panel | 23rd July 2020 @11h00 and 24th July 2020 @09h00 |  |
| **12**.Submission of recommendations to the Commission- Special Plenary by Office of the Chairperson. | Chairperson of the Panel | 28th July 2020 |  |
| **13**. Special Plenary to discuss the recommendations from the Independent Panel.  Special Plenary will deliberate and take a resolution on the report and subject the top three candidates to psychometric test. | Commissioners | 28th July 2020 |  |
| **14**. Recruitment agency -Psychometric assessment of the top three candidates recommended by Plenary and submit the results back to CGE within 5 working days | Recruitment Agency  The representative of the Recruitment agency will submit the results to the Special Plenary of the Commissioners | 4th August 2020 |  |
| **15**. Special Plenary to discuss the Psychometric assessment of the top three candidates and makes final recommendations on the appointment of the CEO. | Commissioners | 4th August 2020 |  |
| **16.** Commission send communique to all candidates who were interviewed by the panel and were not successful. | Chair of the Commission and Manager HRD | 5th August 2020 |  |
| **17.** Commission gives an offer to the preferred candidate | Chair of the Commission Chair of HR and Chair of Legal, CFO and Manager HRD | 5th August 2020 |  |
| **18.** Commission receives final acceptance/decline of the offer from the preferred candidate | Chair of the Commission Chair of HR and Chair of Legal, CFO and Manager HRD | 11th August 2020 |  |
| **19.** Send a Communique to Parliament, Ministry of Finance and to Staff of CGE introducing the appointed CEO | Chair of the Commission | 12th August 2020 |  |
| **20.** CEO resumes her/his duties introduced to Mancom | Chair of the Commission Chair of HR and Chair of Legal, CFO and Manager HRD | 1st October 2020 |  |
| **21.** Release a press statement informing the public about the appointment of the CEO. | Chair of the Commission and Manager Comms | 1st October 2020 |  |

**Process to be followed on the Incumbent whose contract is coming to an end**

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| **Activity** | **Responsible person** | **Due date** | **Recommendations** |
| **1**. Inform the incumbent about the decision of the Commission to advertise the position and the right of all interested (including her) to apply for the position. | Chairperson | 6th March 2020 | Done |
| **2**. Give the incumbent official communique from the Commission, informing her about the end of her contract and the decision of the Commission to advertise the Position. | Chairperson | 13th March 2020 | Done |
| **3**. Official communique send to Parliament and Ministry of Finance informing them about the end of contract of the incumbent and decision of the Commission to advertise the position. | Chairperson | 8th May 2020 | Done |
| **4.** The incumbent’s contract is coming to an end by the 31st of July 2020. The whole process of recruitment and appointment will be concluded by the 11th of August 2020. There is a need to have Acting CEO from the 1st of August 2020 to the 31st of August 2020. Subject to confirmation of notice period by incoming incumbent. | Plenary | 13th July 2020 | On the 13th July 2020, the Plenary resolved that Ms Marissa Van Niekerk, the CGE Director of Legal be the Acting CEO of CGE from 1st August 2020 to the 31st August 2020. |