



UNIVERSITY OF CAPE TOWN

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Dear SLG Members,

Flowing from the 2017 bargaining agreement between UCT and the UCTEU, and in the spirit of ensuring staff development, career succession and retention in a climate of austerity, the following will apply to the recruitment of all **permanent PASS positions with immediate effect**:

- In compliance with existing procedures for the redeployment of staff affected by departmental restructures, all non-specialised posts must be advertised for 2 weeks (10 working days) internally at UCT before they can be advertised externally.
- Specialised posts must be advertised for 1 week (5 working days) internally before they can be advertised externally. All enquiries, if any, to determine if a position is regarded as a specialist position must be sent to the Senior Manager: Client Services and Employee Relations (Peter Martin) for confirmation.

While this will not be common, at the time of assessment of whether a post is specialised or not, a further assessment should be made as to whether there is a post that is so highly specialised that it will not elicit any applications internally (for example, Vet). Where this is the case, then a request to move directly to external advertising must be submitted to the Senior Manager: Client Services and Employee Relations (Peter Martin), who will engage the Union as per the process used during the Austerity project. This process entails both informing and engaging the Union, based on the input from the relevant Selection Committee Chairperson/Line Manager, on the rationale, nature of specialisation and additional merits warranting an automatic external advertising of a vacancy.

- As indicated above, this special process is an **additional** step and is not to be seen as a replacement for/enhancement of the step whereby staff on the redeployment list are considered prior to any advertising.
- Selection Committees are urged to ensure that job requirements stipulated reflect core and minimum requirements and where possible reflect competencies and skills which allow for staff to be trained in a reasonable time to master a more specific skill (e.g. reflecting having a data orientation as a requirement rather than requiring SAP / PeopleSoft at the outset). Such criteria should rather be stated as advantageous. In doing so, selection committees would ensure that staff have the best chance to be considered for available posts and that staff are not unfairly excluded from being deemed as appointable.

Please note that the standard Employment Equity Statement will apply.

The ED: HR will be holding a workshop with members of her team and the EU leadership to bed down this process. It is hoped that, in due course, we will be able to return to the normal practice for recruitment.

Your HRPs have been fully informed of this special process, so please consult them if you have any questions, or contact the recruitment office at HR directly.

**Please inform all line managers within your area of responsibility about this immediately.**

Thanks  
Hugh