



Branch: Corporate Services

**Presentation to the Select Committee on
Utilisation of external Service Providers in
recruitment. 30 May 2006**

1. BACKGROUND

- **The White Paper on Corrections formalized the new direction of the Department and in support thereof the following major challenges relating to Human Resource functions had to be addressed:**
 - The revision of the Correctional Services Post Establishment Structure in line with the Restructuring of the Public Service through Resolution 7 and 8 of the Public Service;
 - The phasing in of the 7 day establishment and the phasing out of weekend overtime;
 - The financing of the new Post Establishment and 7 day establishment out of the approved budget of the Department; and
 - Implementing a Recruitment Strategy which can secure the success of all these actions.

The financed establishment

- On 31 March 2005 the financed establishment consisted of the following:

FINANCED POSTS	FILLED	VACANT
36 118	33 712	2 407

- The implementation of the new 7 day establishment has been structured to create the following posts:

- 1 April 2005	:	3 057
- 1 April 2006	:	2 627
- 1 April 2007	:	2 627

- These posts are created in the Discipline Occupational Class on the entry levels.
- As such a major challenge the Department faced in this year was to address the existing vacant posts of 2 407 and also the newly created posts of 3 057, presenting an objective of 5 464 from 1 April 2005.

2. THE RECRUITMENT STRATEGY

- On 1 April 2005 the Department was faced with a high vacancy rate (2 407), the phasing in of the new 7 day establishment (3 057) and concerns over allegations of corruption in recruitment. The DCS adopted the following Recruitment Strategy:

Outsourcing the advertisement and grosslisting processes

- Through the Departmental Tender Processes three (3) BEE External Recruitment Agencies were approved to deal with external advertisement processes from 1 April 2005.
- These Agencies are: ITP, SA Human Resource
Grey Holdings
Pinpoint One
- These Agencies bid for a specific Recruitment Action and the Department approves the most viable bid for the service.

Motivation for outsourcing

- The independent and impartial service which can be rendered by the Agencies will eliminate the risk of corrupt practices.
- To deal with the backlog of existing vacant posts and accelerating recruitment for the 7 day establishment.
- To improve the turn around time of the recruitment process.
- The capacity of the Department's Human Resource components is not sufficient to deal with the time consuming tasks of verification of qualifications.

DCS involvement in the monitoring of the Agencies

- The Agencies can not advertise before DCS requests them to tender for a specific service.
- DCS approves the most viable tender, the concept advertisement and prescribes stipulated delivery dates for specific actions.
- Frequent site visits are undertaken by DCS.
- Formal meetings are held to address progress and challenges experienced.
- The grosslists and preliminary shortlists are verified by DCS.
- The recruitment Agencies are excluded from the final shortlists, interviewing and final selection.

Selection Process

- After receipt of the grosslist and proposed shortlist, selection committees are appointed to do shortlisting and interviewing in the Regions.
- All processes are formally documented.
- After the interview an appointment memorandum is submitted for approval.
- Only after a final decision is taken the candidates are informed of the results and a formal announcement are made.

3. ACHIEVEMENTS

- To date 5057 positions on entry level has been filled with the assistance of the Recruitment Agencies.
- There has been an improvement on turn around time on filling of vacancies(from twelve (12) months to five (5) months).
- Allegations on corruption and nepotism were minimised

4. CONCLUSION

- The challenges presented by the implementation of the white paper, the requirements of restructuring, the phasing in of the 7 day establishment, and the implications of the personnel turnover requires the building of partnership and support from all stakeholders.

*Building a caring correctional system that
truly belongs to all*

Thank you