1. **POLICY STATEMENT**

   The Municipality strives to deliver optimum service delivery at all times. The Municipality recognizes that its Human Resources is its most valuable asset and a great deal of time and money is invested in the recruitment and selection of suitable candidates to deliver the required services and to maintain the desired level of service delivery. Therefore every effort should be made to fill vacancies as soon as possible and to recruit the most suitable candidates to maintain the desired level of service delivery.

2. **OBJECTIVES**

   The Vacancy Policy aims to:
   - create a process where vacancies can be filled within the soonest possible timeframe;
   - keep Knysna Municipality’s vacancy rate below 15% for funded vacancies at all times;
   - retain the minimum percentage of critical positions vacant;
   - create an environment which allows for all funded vacancies to be filled within 120 days from becoming vacant.

3. **DEFINITION**

   A vacant position is a position which becomes vacant due to a resignation, retirement, ill health retirement or death of an occupant of a funded position on the approved organizational structure.

4. **FUNDAMENTAL PRINCIPLES**

   The Vacancy Policy is based on the following fundamental principles:
   - To be able to fill a vacant position, the position must:
     - exist on the approved organizational structure;
     - be fully budgeted for in the approved budget applicable to that financial year.
5. **PROCEDURE OF FILLING VACANCIES**

5.1 Once a funded position becomes vacant and identified to be filled by the Director, the Director must inform the Manager Human Resources at soonest.

5.2 The Human Resources Department will then verify whether the vacancy exists on the approved organizational structure as well as verify whether the position is a funded vacancy with sufficient funding within the current approved budget applicable to that financial year.

5.3 The Human Resources Department will then verify the Key Performance Areas of the vacancy against an evaluated job description.

5.4 The Human Resources Department will then assist the Director or Line Department Manager with the drafting and advertising of the vacancy for final approval by the Municipal Manager.

5.5 Following step 5.4 above, the Human Resources Department will assist the Director or Line Department Manager to fill the vacancy following the processes of recruitment, selection and appointment as stipulated in Knysna Municipality’s approved Recruitment and Selection Policy.

6. **FILLING OF UNFUNDED VACANCIES**

In the instance where an urgent need arises for the filling of an unfunded vacancy the following principles must prevail:

- the vacancy must exist on the approved organogram marked as an unfunded vacancy;
- the Line department must submit a full motivation to the Municipal Manager and the Chief Financial Officer requesting permission to fill the vacancy;
- the funding to fill the unfunded vacancy within the current financial year must be sourced through the Adjustment Budget;
- where the filling of an unfunded vacancy is extremely urgent, a line department may exchange the funding of an existing funded vacancy which has become redundant, to fill a critical unfunded vacancy.

7. **FILLING OF VACANCIES FOR SECTION 56 & SECTION 57 POSITIONS**

Filling of vacancies which occur for Section 56 & Section 57 positions are regulated by the Municipal Systems Act, Act 32 of 2000 as well as Government Gazette No. 37245, Local Government Regulations on Appointment and conditions of employment of Senior Managers.

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