

SERVICE-LEVEL AGREEMENT WITH REGARD TO THE PLACEMENT OF RECRUITMENT ADVERTISEMENTS, INTERVIEWING AND RELOCATION OF NEWLY APPOINTED STAFF

Recruitment advertisements

PAID FOR CENTRALLY	PAID FOR BY ENVIRONMENT
SIZE OF ADVERTISEMENT	
<ul style="list-style-type: none"> • Placement in national media at a maximum size of 18x4 cm • Placement in regional media at a maximum size of 20x4 cm 	<ul style="list-style-type: none"> • Any advertisement larger than that specified opposite • Placement of advertisements for vacancies that are paid for with external funds
MEDIA	
<p>Academic posts:</p> <ul style="list-style-type: none"> • Once-off placement nationally in Afrikaans as well as English • Placement in professional journals • Placement on appropriate web pages • Placement on SU web page <p>Support Service post levels 9-5:</p> <ul style="list-style-type: none"> • Once-off placement nationally or locally in Afrikaans as well as English • Placement on appropriate web pages up to a maximum cost of R5000.00 • Placement on SU web page 	<ul style="list-style-type: none"> • Placement of advertisements for vacancies paid for with external funds • Any media placements besides those specified opposite

<p>Support Service post levels 12-10:</p> <ul style="list-style-type: none"> • Placement on SU web page • Placement in regional/national media in cases where the nature of the post should justify it (e.g. scarcity factors), • Placement on appropriate web pages up to a maximum cost of R2500.00 <p>Support Service post levels 17-13:</p> <ul style="list-style-type: none"> • Placement on SU web page • Placement in regional media In cases where the nature of the post should justify it (e.g. scarcity factors), • Placement on appropriate web pages up to a maximum cost of R2500.00 	
<p>PAID FOR CENTRALLY</p>	<p>PAID FOR BY ENVIRONMENT</p>
<p>INTERVIEWS</p>	
<p>Academic posts</p>	
<p>Travelling expenses:</p> <ul style="list-style-type: none"> • Travelling expenses for a maximum of three candidates, either domestic economy class airplane tickets or travelling expenses per vehicle at prevailing SU kilometre rate (whichever is the cheapest) • For candidates travelling from overseas, the equivalent of a return domestic economy class airplane ticket between Jhb and Cape Town • Travelling expenses to and from the airport for a maximum of 3 candidates (up to a maximum of R500 per candidate) <p>Accommodation expenses:</p> <ul style="list-style-type: none"> • Accommodation expenses of the first three candidates up to a maximum of one night and to a maximum of R500.00 per candidate 	<ul style="list-style-type: none"> • All travelling and accommodation expenses for vacancies that are paid for with external funds • Any travelling or accommodation expenses besides those specified opposite

Support Service posts	
Post levels 9-5	
<p>Travelling expenses:</p> <ul style="list-style-type: none"> Travelling expenses for a maximum of three candidates, either the cost of domestic economy class airplane tickets or travel expenses per vehicle at prevailing SU kilometre rate (<i>whichever is the cheapest</i>) For candidates travelling from overseas, the equivalent of a return domestic economy class flight between Jhb and Cape Town Travelling expenses to and from the airport for a maximum of 3 candidates(up to a maximum of R500.00 per candidate) <p>Accommodation expenses:</p> <ul style="list-style-type: none"> Accommodation expenses for the first three candidates up to a maximum of one night and to a maximum of R500.00 per candidate 	<ul style="list-style-type: none"> All travelling and accommodation expenses for vacancies that are paid for with external funds Any travelling or accommodation expenses besides those specified opposite
PAID FOR CENTRALLY	PAID FOR BY ENVIRONMENT
Post levels 12 -10	
<ul style="list-style-type: none"> Travelling expenses at prevailing SU kilometre rate up to a maximum travelling distance of 500 km Accommodation expenses of the first three candidates up to a maximum of one night and to R500.00 per candidate 	<ul style="list-style-type: none"> All travelling and accommodation expenses for vacancies that are paid for with external funds Any travelling or accommodation expenses besides those specified opposite
Post levels 17-13	
<ul style="list-style-type: none"> Travelling expenses at prevailing SU kilometre rate up to a maximum travelling distance of 150 km 	<ul style="list-style-type: none"> All travelling and accommodation expenses for vacancies that are paid for with external funds Any travelling or accommodation expenses besides those specified opposite

RELOCATION OF NEWLY APPOINTED STAFF	
<ul style="list-style-type: none"> • Actual expense of moving normal household contents • An amount equivalent to an economy class airplane ticket for the member of staff, spouse and dependent children for domestic as well as international flights; as well as the travelling expenses from Cape Town International Airport to the candidate's new residence up to a maximum of R500.00 <p>or</p> <p>Travelling expenses by vehicle limited to the prevailing SU kilometre rate from the member of staff's residence for one vehicle</p> <ul style="list-style-type: none"> • In the case of international relocation, an amount equivalent to a single first-class train ticket for the member of staff and his/her dependants to the nearest international airport • One month's storage costs at the relevant removal company • The cost of redelivering from storage to the destination/house 	<p>EXCLUDED:</p> <ul style="list-style-type: none"> • Expenses related to the transport of: <ul style="list-style-type: none"> • motor vehicles • pets, including all expenses related to pets that are brought in from overseas, for example quarantine, inoculation, customs, etc. • caravans, trailers, boats • motorbikes • special collections (for example wine or art collections) • Expenses related to obtaining a work permit, passports, visas, translation of certificates, verification of qualifications, police clearances, permits • All moving expenses of temporary appointments • All expenses for vacancies that are paid for with external funds • Accommodation expenses of newly appointed staff

PSYCHOMETRIC AND OTHER TESTING OF CANDIDATES
Expenses related to psychometric and other technical or administrative tests are paid for in full by the environment concerned
PROCEDURAL ARRANGEMENTS
PREPARATION OF ADVERTISEMENTS
<ul style="list-style-type: none"> • The advertisement is prepared by the head of environment concerned in consultation with the relevant HR Practitioner • The draft advertisement (in the prescribed format) should reach the Human Resources Division at least 7 working days before the date of placement in the media • Before placement in the media, the final version of the advertisement must be signed off as being complete and correct by the head of environment concerned

PLACEMENT OF ADVERTISEMENTS

- In order to save costs, **combined advertisements** (for more than one vacancy) are sometimes placed, as well as **advertisements in a shortened format** (containing the necessary referral to the SU web page, where the full advertisement will be placed). Advertisements that are placed on recruitment web pages will appear in full
- In consultation with the environment concerned, advertisements could sometimes be placed only on **web pages**. This principle is particularly valid in relation to certain specialised posts or if vacancies have previously been advertised in the media
- The **choice of media** will always be determined in consultation with the dean/head of environment concerned
- Placements of recruitment advertisements are usually done according to a year programme that is compiled in advance (every alternate weekend)

INTERVIEWING

- All accommodation arrangements for candidates to be interviewed must be approved in advance by the Human Resources Division (Via Luchelle Davids at 808 2369)
- All travel arrangements must be made by the environment concerned in consultation with the Human Resources Division (Via Luchelle Davids at 808 2369)
- Environments should strongly consider making use of video conferencing facilities or similar methods to save costs

RELOCATION OF NEWLY APPOINTED STAFF

- All arrangements with regard to moving must be handled via the Human Resources Division (via Luchelle Davids at 808 2369)
- The University appoints a removal contractor on the basis of quotations gathered by the Purchasing Division. Only quotations from those companies with whom the University has negotiated a contract will be considered. No quotations collected by the member of staff concerned will be considered
- In the case of foreign appointments, the moving process will only start once proof of a valid work permit is submitted to the Human Resources Division
- All arrangements concerning the acquisition of a work permit, as well as the payment of the related expenses, are the responsibility of the staff member concerned
- A member of staff must direct a request for moving to the Human Resources Division within the first six months of his/her acceptance of the appointment and the move must take place within the first year of the appointment in order to qualify for having the expenses related to the move paid by the University
- A member of staff who has to leave the employment of the University within three years of appointment for any other reason besides poor health must repay a pro rata portion of the contribution to his/her moving expenses to the University