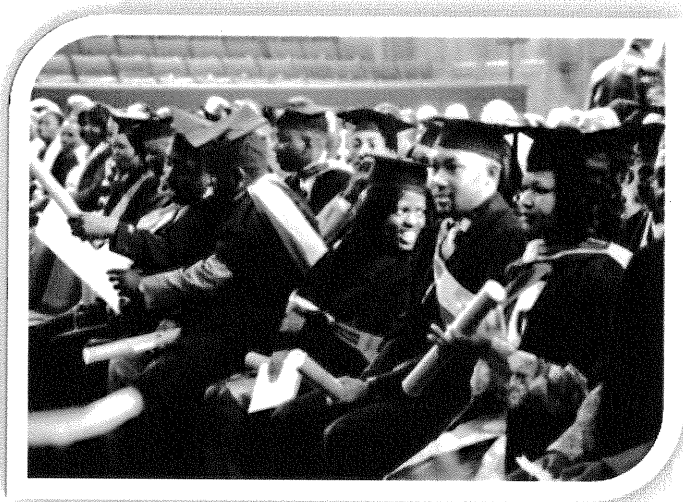




**Western Cape
Government**

Transport and Public Works

POLICY FOR THE APPOINTMENT OF MASAKH'ISIZWE GRADUATES AND PROFESSIONAL DEVELOPMENT OF EMPLOYEES OF THE DEPARTMENT OF TRANSPORT AND PUBLIC WORKS



MASAKH'ISIZWE PROGRAMME

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1. INTRODUCTION

As a contribution to the alleviation of scarce skills in the transport, engineering and built environment fields, the Department of Transport and Public Works established the Masakh'iSizwe (Let's Build the Nation) bursary programme at the beginning of 2006. To provide policy for, give strategic direction to and administer this programme, a dedicated unit in the Department known as the Masakh'iSizwe (MiS) Programme was established in March 2006. As its name indicates, an essential element of the bursary programme is to develop a cadre of "nation builders".

The Professional Development Programme was identified as a critical element to be incorporated in the Masakh'iSizwe Programme. Consequently the Masakh'iSizwe Programme was expanded in 2010 to facilitate two programmes:

- (a) Masakh'iSizwe Bursary Programme awards bursaries to students studying at Higher Education Institutions (HEIs) in the Western Cape, for diplomas or degrees in transport, engineering and built environment fields or any other discipline identified as scarce and/or critical by the Department, from time to time.
- (b) Professional Development Programme co-ordinates and facilitates learning opportunities to enable successful graduates to acquire the competency level required to attain professional registration.

2. PURPOSE

The purpose of this Policy is to:

- (a) enable the Department to appoint Masakh'iSizwe graduates on a contract basis to ensure bursary obligations are served;
- (b) maximize the intake of Masakh'iSizwe graduates to improve their employment prospects;
- (c) create an opportunity for Candidates to obtain adequate and/or appropriate exposure/experience/training to enable Candidates to

- acquire the competency level required to attain professional registration;
and
- (d) retain eligible employees from the newly registered professionals to meet the challenges of capacity building in the Department.

3. DEFINITIONS

In this Policy, unless the context indicates a contrary intention, the following words and expressions bear the meanings assigned to them and cognate expressions bear corresponding meanings:

- (a) **“Bursar”** refers to a full-time student who is currently a recipient of a Masakh’iSizwe bursary from the Department of Transport and Public Works;
- (b) **“Bursary contractual obligations”** refer to the contractual obligations which require the bursar to enter into an employment contract with the Department or private sector or any sphere of government, identified and deemed appropriate by the delegated authority, for a period equal to the study period of the bursary;
- (c) **“Candidate”** refers to all employees (i.e. existing employees and newly appointed MiS graduates) of the Department registered as Candidates with the relevant professional body and undergoing professional development programme;
- (d) **“CSC”** refers to the Corporate Services Centre;
- (e) **“Department”** refers to the Department of Transport and Public Works;
- (f) **“DPSA”** refers to the Department of Public Service and Administration;
- (g) **“Employment Contract”** refers to a legal agreement governing the employment relationship;
- (h) **“Establishment”** refers to the posts the relevant delegated authority has approved to carry out the core and support functions of the Department;
- (i) **“Host”** refers to the private sector company, state-owned enterprise, local authority or government department which has accepted a Candidate for the purpose of providing the required exposure/experience/training in accordance with the training requirements as stipulated by the relevant professional body;

- (j) **“Masakh’iSizwe (MiS) Graduate”** refers to a Bursar who has completed his or her qualification;
- (k) **“Mentor”** refers to a professionally registered person (i.e. with the relevant professional body), who is appointed as a mentor to assist, guide, support, and advise Candidates, to ensure they receive the competency level required to attain professional registration;
- (l) **“OSD”** refers to Occupation Specific Dispensation;
- (m) **“Professional Development Programme”** refers to a planned, structured and managed work experience which is occupationally based and incorporates learning opportunities designed to produce meaningful, adequate and/or appropriate exposure/experience/training to enable Candidates to acquire the competency level required to attain professional registration in the built and engineering disciplines;
- (n) **“Work Integrated Learning (WIL) Co-ordinator”** refers to an employee of the Department who co-ordinates and facilitates the Work Integrated Learning (WIL) training or vacation training and appointment of graduates;
- (o) **“Scarce skills/critical skills”** refers to disciplines identified by the DPSA as scarce/critical skills in line with OSD and/or identified by the Head of Department from time to time as scarce/critical skills to support service delivery in order to ensure that the Department achieve its objectives; and
- (p) **“Successful MiS Graduate”** refers to a Masakh’iSizwe graduate who has successfully secured employment within the Department.

4. REGULATORY FRAMEWORK

The Policy incorporates the principles as set out in the legislation below:

- (a) Constitution of the Republic of South Africa, 1996 (Act No.108 of 1996);
- (b) Labour Relations Act, 1995 (Act No. 66 of 1995);
- (c) Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997) as amended;
- (d) Skills Development Act, 1998 (Act No. 97 of 1998);
- (e) South African Qualifications Authority Act, 1995 (Act No.58 of 1995);
- (f) National Qualifications Framework Act, 2008 (Act No. 67 of 2008);
- (g) Public Finance Management Act, 1999 (Act No.1 of 1999);

- (h) National Treasury Regulations;
- (i) Provincial Treasury Instructions;
- (j) Public Service Act, 1994 (Act No. 103 of 1994) as amended;
- (k) Public Service Regulations, 2001, as amended;
- (l) Promotion of Access to Information Act, 2000 (Act No. 2 of 2000);
- (m) National Archives Act, 1996 (Act No. 43 of 1996);
- (n) Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) as amended;
- (o) Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993)
- (p) Employment Equity Act, 1998 (Act No. 55 of 1998);
- (q) White Paper on Public Service Training and Education, July 1996;
- (r) White Paper on Human Resource Management in the Public Service, December 1997;
- (s) White Paper on Affirmative Action in the Public Service, April 1998;
- (t) Architectural Professions Act, 2000 (Act No. 44 of 2000);
- (u) Quantity Surveying Professions Act, 2000 (Act No. 49 of 2000); and
- (v) Engineering Professions Act, 2000 (Act No. 46 of 2000).

The regulatory framework includes any amendments to existing legislation and any subsequent relevant legislation that may be promulgated.

5. SCOPE OF APPLICATION

This Policy is applicable to successful MiS graduates as well as existing employees in disciplines identified as scarce and/or critical by the Department, which require professional registration (if applicable).

6. POLICY PRINCIPLES

6.1 Assessment of the capacity of a Directorate to employ and manage Masakh'iSizwe Graduates

- (a) An assessment and evaluation of the establishment of a Directorate, in respect of disciplines identified as scarce and/or critical, will be conducted on an annual basis to determine:
 - (i.) vacancy rate of the Directorate;
 - (ii.) mobility trend of the current professionals;
 - (iii.) age profile and succession planning needs;
 - (iv.) directorate's capacity to supervise the successful MiS graduates; and
 - (v.) employment opportunities for Masakh'iSizwe Graduates.
- (b) Each Directorate will be required to utilize at least a minimum of 10% of vacant funded posts pertaining to the scarce and/or critical disciplines required by the Directorate
- (c) The approval for the appointment of Masakh'iSizwe Graduates will be granted by the Head of Department or his/her delegated authority, on the basis of the findings of the assessment of the Directorate.

6.2 Budgeting for the appointment of successful MiS graduates

- (a) The successful MiS graduates will be appointed on contract basis, either against vacant funded posts or additional to the establishment, for a one year period, subject to renewal, on the basis of operational requirements of the Department, until the bursary obligation has been met, unless there is mutual agreement between the Department and the relevant MiS graduate to continue with professional development up to a maximum of the stipulated timeframe as indicated by the professional development training plan.

- (b) Once the Candidates have successfully attained professional registration they are required to serve the Department for a period equaling the sum of number of years for which they received professional development training, from the employer, in pursuit of professional registration. The serving of the Department shall be with effect at least a month after attaining professional registration.
- (c) The budget for the vacant funded post will be utilised for the appointment of successful graduates against the vacant funded post.
- (d) In instances where there is no vacant funded post and the existing professionals are approaching retirement age (i.e. from age of 50), the relevant Directorate must budget for the appointment of successful MiS graduates , additional to the establishment to ensure effective succession planning and transfer of skills.

6.3 Resource provision

- (a) A clause requiring successful MiS graduates to be registered as Candidates in their respective disciplines within a period of 4 months from the date of assumption of duty, must be incorporated in the employment contract.
- (b) A clause requiring the existing internal professionals to mentor Candidates must be incorporated in their performance agreements while the external mentors will be recruited and compensated in terms of the applicable tariffs as determined by the DPSA.
- (c) The training requirements of the relevant professional bodies and OSD requirements (where applicable) must be incorporated in the job description, performance agreement, individual training plan and professional development plan of the Candidate.
- (d) Tender documents relating to infrastructure, where feasible, must contain a clause which makes provision for the successful bidders to provide training and development to Candidates.

- (e) Where the Department or successful bidders are unable to provide the prescribed training requirements, the Candidate will be seconded to and given seats at other spheres of government and private sector entities to obtain the required exposure, experience and training. The rotation or secondment will be formalised by means of a service level agreement.
- (f) Adequate infrastructure to accommodate a Candidate in the Department will be made available by the Head of Department or his/her delegated authority, including the provision of workplace stations and related facilities or equipment.
- (g) A monthly salary aligned to the OSD requirements will be paid to Candidates.

6.4 Selection and appointment of the Masakh'iSizwe Graduates

The terms and conditions governing the bursary obligation as stipulated in the bursary contract will apply in respect of the appointment of Masakh'iSizwe Graduates.

- (a) Where the number of Masakh'iSizwe Graduates available exceeds the requirements of the Department, interviews must be conducted to identify the Masakh'iSizwe Graduates most suitable for appointment.
- (b) Where a specific Masakh'iSizwe Graduate is selected by more than one Directorate, prioritisation will be based on operational requirements.
- (c) Where the Head of Department or his/her delegated authority is unable to appoint a Masakh'iSizwe Graduate in line with their field of study or discipline, the Masakh'iSizwe Graduate will be released from the bursary contractual obligations to allow him or her to seek employment opportunities elsewhere. The WiL Co-ordinator will try as far as possible to assist the released Masakh'iSizwe Graduates in securing employment opportunities in other spheres of government or private sector.
- (d) The appointment of the successful Masakh'iSizwe Graduate as a Candidate shall not be automatically converted to a permanent position

without following the normal recruitment and selection process as prescribed by the Public Service Act, 1994 (Act No. 103 of 1994). The Head of Department or his/her delegated authority may advertise a vacant funded post internally, via the CSC, only if there are more than three newly registered professionals in the relevant discipline to compete for the vacant funded post otherwise external advertisement is required.

6.5 Management of the Employment Contract of the Candidate

- (a) All successful MiS graduates must be registered as Candidates in their respective disciplines within a period of 4 months from the date of assumption of duty.
- (b) Successful MiS graduates will be appointed on a contract basis for one year period, subject to annual renewal until the bursary obligations are met, unless there is a mutual agreement between the Head of Department or his/her delegated authority and the relevant MiS graduate to continue with professional development up to a maximum of the stipulated timeframe as indicated by the professional development training plan. The renewal of the employment contract will be based on the operational requirements of the Department.
- (c) The standard terms and conditions of employment contract shall apply. The employment relationship will be governed by the Public Service Act, 1994 (Act No. 103 of 1994), and the applicable regulatory framework, including relevant resolutions and collective agreements.
- (d) In instances where the Candidate's performance, conduct or behaviour is unsatisfactory, the matter will be dealt with in accordance with the Public Service Act, 1994 (Act No. 103 of 1994) and relevant collective agreements.
- (e) Should the Employment Contract be cancelled, either by the Candidate or due to unsatisfactory work performance and/or conduct/behavior, the Candidate will be required to reimburse the Department for the bursary cost prorated to reflect the period of service completed. Such costs to be reimbursed by the Candidate will become immediately due and

payable. The Head of Department or his/her delegated authority may, in its sole discretion, agree to repayment of the prorated bursary cost by way of installments subject to the terms and conditions laid out in section 80(1) (b) of the Public Finance Management Act, 1999 (Act No.1 of 1999).

6.6 Professional development of employees

- (a) Existing employees, who have the relevant qualifications, should make their intentions known to the professional development team to indicate that they want to partake in the Professional Development Programme.
- (b) All qualifying employees will be registered as Candidates in their respective disciplines within a period of 4 months from the date the professional development team was notified.
- (c) Each Candidate will be assigned a Mentor who will direct, assist, advise, support, guide and nurture the Candidate until attainment of professional registration.
- (d) Mentors will either be internal or external professionals.
- (e) The functions, duties or responsibilities to be performed or executed by the Candidate must be in accordance with the training requirements of the relevant professional body and the OSD.
- (f) The Candidate must be provided with adequate and/or appropriate exposure, experience and training which will ensure that he or she will acquire the competency level required by the relevant professional body to attain professional registration, within the stipulated timeframes.
- (g) In some instances, the Candidates will be afforded an opportunity to be seconded to or given seats at other spheres of government, service providers and private sector entities, where the scope of work is commensurate with the training requirements of the respective

professional bodies, to provide and enable the Candidate to obtain the required exposure, experience and training.

- (h) In the event that the Candidate is seconded, he or she is subject to the regulatory framework pertaining to work-related matters of the Host in conjunction with that of the Department. Should the Candidate and Host differ in the interpretation or implementation of the regulatory framework of the Host, the Head of Department or his/her delegated authority will assess and evaluate the situation and make a final decision.
- (i) The matured Candidates will be assisted to attain professional registration through recognition of prior learning.
- (j) With the exception of the provision of training as detailed above, any financial obligations arising from the process of attaining professional registration shall be the responsibility of the Candidate.

7. MONITORING THE IMPLEMENTATION OF THE POLICY

7.1 The Head of Masakh'iSizwe Bursary Programme as assigned by the Head of the Department, shall monitor the implementation and compliance of this policy and file reports to the;-

- (a) Head of Department in the first quarter of the academic year in respect of the previous academic year.
- (b) Provincial Minister of Transport and Public Works in the first quarter of the academic year in respect of the previous academic year.
- (c) Masakh'iSizwe Advisory Board quarterly in the month following each quarter.
- (d) Departmental Bursary and Training Committee in the first quarter of the academic year in respect of the previous academic year.

8. REVIEW OF THE POLICY

This Policy shall be reviewed as and when necessary, but at least every two years, to ensure alignment with the operational requirements and strategic goals of the Department.

9. DATE OF ADOPTION AND IMPLEMENTATION

This Policy shall be adopted on the first day of the month following the date on which the Policy is approved and shall not be applicable in a retrospective manner to the contracts signed prior to the approval.

10. SIGNATURE TO THIS POLICY

This Policy was signed at CAPE TOWN on 27 day
of MARCH 2013 by Mr. CJ Fourie,
Head of Department.

