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| HR203 | **REQUEST FOR WAIVER OF ADVERTISEMENT** |  |

NOTES

* Forms must be downloaded from the UCT website: <https://forms.uct.ac.za/forms.htm>.
* This form is used when requesting a waiver of advertisement from the Staff Recruitment Office, to permit an exception to advertising for an appointment according to the [Waiver of Advertisement Policy](https://hr.uct.ac.za/recruitment/appointment-without-advertisement) (see also: [Waiver of Advertisement infographic](https://hr.uct.ac.za/media/459894)).

**Eligibility for waiver of advertisement** (*completed by Head of Department / Line Manager*)
*(Tick the appropriate reason and ensure a full motivation is attached. See section 1 of the* [*Principles*](https://hr.uct.ac.za/recruitment/appointment-without-advertisement#_Toc131160679) *section in the* [*policy*](https://hr.uct.ac.za/recruitment/appointment-without-advertisement) *for clarity.)*

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|  | 1. The incumbent is being considered for a contract appointment exceeding 2 years or conversion to a permanent appointment
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|  | 1. The field has been recently canvassed during a recruitment process concluded no more than 3 months prior, and a suitably qualified candidate has been identified
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|  | 1. A person has been identified with scarce skills for a specialised post.
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|  | 1. External funding is linked to the appointment of a specific candidate (limited to named investigator(s) and/or specialist with expertise in a particular field in research-funded projects).
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|  | 1. The Vice-Chancellor has motivated for a strategic appointment.
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|  | 1. An equity candidate has been identified for an accelerated transformation or 3-year Employment Equity post
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**Candidate and appointment information** (*completed by Head of Department/ Line Manager*)

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| --- | --- | --- | --- |
| Name of candidate |  | Title |  |
| Race (for stats purposes)(✓) | African  |  | Coloured |  | Indian |  | White |  | Foreign National |  |  |
| Does the candidate have a disability? (for stats purposes) (✓) | Yes |  | No |  | Not declared |  |  |
| **Note: Disability declaration**: *Employment Equity legislation defines people with disabilities as people who have a long-term or recurring physical, mental, intellectual or sensory impairment which, in the interaction with various barriers, may substantially limit their prospects of entry into, or advancement in employment.* |
| Faculty / Department |  | Division / Unit |  |
| Position title |  | Payclass / level |  |
| Full-time/Part-time (✓) | Full-time |  | Part-time |  | If ***Part-time***, Hours per Week |  |  |
| Conditions of Service (✓) | Academic |  | Academic Clinical |  | Senior Academic |  | SFARS |  |
| PASS |  | PASS Tech/Sci |  | Senior PASS ≥ 13 |  |  |
| Funding source |  | Fund number |  | Cost centre |  |
| Annual CoE |  | If applicable, scarcity / strategic allowance % in addition to annual CoE |  | % |
| Original date of appointment if in same post? |  |
| Number of extensions of current contract? |  |
| If applicable, for change from contract to permanent has contract been extended to cover duration of selection committee process? | Yes |  | No |  | N/A |  |
| Is there an Employee Relations risk if the contract is not renewed? | Yes |  | No |  |  |
| Was the staff member recruited to this post following a formal recruitment process?(If yes, please attach selection committee report and advert) | Yes |  | No |  |  |
| Was the motivation supported by the Chair of the Faculty or Cluster Transformation Committee? | Yes |  | No |  |  |
| Does the appointment assist in meeting the Employment Equity targets of the department and faculty? | Yes |  | No |  |  |
| Are referees to be approached for the candidate? (If none were obtained upon initial appointment, this is compulsory) | Yes |  | No |  |  |
| Qualification and criminal checks to be conducted for candidate? (applicable if the candidate did not undergo these checks in initial appointment) | Yes |  | No |  |  |
| Is / was there a staff member currently on the redeployment list who could be considered for this position? | Yes |  | No |  |  |
| If *Yes*, reasons for not appointing? (please use separate page if necessary) |  |

**Selection Committee Membership *(Completed by HOD/Line Manager)***

* *Should the motivation be approved the Selection Committee will convene to consider the motivation, check referees reports (if applicable) and interview the candidate (unless there are cogent reasons not to interview, which will require a full motivation to the selection committee Chair).*
* *The committee should be diverse and representative in terms of race and gender.*

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| Ex officio | ⬩ VC ⬩ DVCs ⬩ Dean – or Deputy Dean ⬩ HOD – unless their post is under consideration |
|  | Title | Name | Department |
| Chairperson |  |  |  |
| HOD/Line Manager |  |  |  |
| Employment Equity Representative (EE Rep) |  |  |  |
| If no EE Rep is appointed, confirm that at least 50% of selection committee (including the chair) have completed the course Fundamentals in Employment Equity.**Note:** Confirmation and evidence of training for each selection committee member who have completed the EE training is required and must be attached, retained and stored in the recruitment file on the UCT network by the hiring line manager | Yes |  | No |  | Comment |  |
| Committee Members (*There is no limit on the number of committee members but the committee should be of manageable size*) |
| Title | Name | Department |
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|  |  |  |
|  |  |  |
|  |  | WCG/NHLS Rep *(For joint posts in Health Sciences*) |
|  |  | Union representative *(For permanent positions in PC 1 – 8 only)* |
| Confirm role of HRBP in Selection Committee | Full member with voting rights |  | Assessor member without voting rights |  |
| Alternate Members (*If the selection committee is not quorate, alternates may be co-opted onto the committee*) |
| Title | Name | Department |
|  |  |  |
|  |  | WCG/NHLS Rep *(For joint posts in Health Sciences*) |
|  |  | Union representative alternative *(For permanent position in PC 1 – 8 only)* |
| Guest Members (*Without voting rights*) * *The Head of Department/Line Manager may invite up to two persons with expert knowledge from within or outside the University.*
* *Council representation is not mandatory, but interested members may be invited to attend as observers. (For Professorial posts only)*
 |
| Title | Name | Company/Institution | E-mail Address |
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**Checklist** (completed by Head of Department / Line Manager)

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| **Tick** | **Item** | **Applicable** |
|  | Motivation for the appointment | Always |
|  | Position description | Always |
|  | Transformation Committee has been consulted and granted support for motivation | Always |
|  | Initial selection committee report and advert | If initially advertised |
|  | Candidate curriculum vitae (with contact details of referees if applicable) | Always |
|  | Candidate application form [HR201](https://forms.uct.ac.za/hr201.doc) | Always |

**Area Finance Manager verification of the post, funding details and sign-off**

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|  | PRINT NAME | SIGNATURE | CONTACT NUMBER | DATE |
| Area Finance Manager |  |  |  |  |

**HR Business Partner (HRBP) checklist and sign-off**

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| **Tick** | **Item** | **Applicable** |
|  | Completed assessment of ER risk | Always |

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|  | PRINT NAME | SIGNATURE | CONTACT NUMBER | DATE |
| HR Business Partner (HRBP) |  |  |  |  |

**Delegated authorities**

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| --- | --- | --- | --- | --- |
|  | PRINT NAME | SIGNATURE | CONTACT NUMBER | DATE |
| Head of Department / Line Manager |  |  |  |  |
| Relevant Dean / Executive Director |  |  |  |  |
| Executive Director, HR (or nominee) In the case of HR appointments, COO approval required*(Procedural Approval for all posts)* |  |  |  |  |
| Deputy Vice-Chancellor*(for academic posts at Associate Professor level)* |  |  |  |  |
| Vice-Chancellor *(final approval for academic posts at professorial level and PASS posts at PC13, peromnes 4-5)* |  |  |  |  |