



RECRUITMENT OF INTERNATIONAL STAFF GUIDELINES

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(e.g. Policies, Regulations, Guidelines, Contracts)	(e.g. Legislation, DoE and HEQC directives and guidelines)
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Stakeholders affected by this document (units and divisions who should be familiar with it):	<ul style="list-style-type: none"> • Executive Leadership Group • Head of Departments • Line Managers • Human Resources • Division for Internationalisation
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1. Introduction

- 1.1 From time to time, the University of Johannesburg (UJ) finds it necessary to recruit specialist staff from outside the country.
- 1.2 The purpose of the Guideline document is to provide the procedure for the recruitment and selection of International staff as per legislative requirement; and to outline the various support granted to newly recruited international staff, in terms of relocation, work permits and on boarding.
- 1.3 These guidelines must be read in conjunction with Section D31 in the Conditions of Service (Policy for the Recruitment of Non-South African Residents) and the UJ Resourcing Policy.

2. Applicability

- 2.1 These guidelines are applicable when appointing International staff (Non-South African Resident), due to scarcity of critical skills. These staff members require a work Visa or other relevant visas to be appointed on a long-term or short-term bases, depending on operational requirements and Visa allocated time frames.
- 2.2 Exclusions: Distinguished Visiting Professors and Post-Doctoral Research Fellows
 - (a) Distinguished Visiting Professors will be appointed on a Visitor's Visa and be paid an Honorarium. *Refer to Policy: Appointment of Distinguished Professors and Distinguished Visiting Professors.*

3. Definitions

- 3.1 **“Appointment Offer”** is usually in the form of a letter of offer, designed for use where UJ wishes to appoint a prospective international candidate. A contract on the terms set down in the letter is made when it has been signed by both the employer and the staff member.
- 3.2 **“Appointment Letter”** is a written contract of employment signed between the UJ, the employer, and the staff member setting out the terms and conditions of the employment. The appointment letter is **conditional** on the submission of a valid work permit as well as the Management Executive Committee (MEC) approval.
- 3.3 **“Non-South African Residents”** means any individual that is not a citizen

or a permanent resident of South Africa;

- 3.4** “**Critical skills**” include the skills required for key Academic positions, specialist management or specialist technical staff as defined in the Immigration Regulations.

4. Responsibilities of the University as an Employer

- 4.1 To comply with South African immigration legislations, the UJ has two (2) main responsibilities as an employer:

- (a) Not to employ illegal Non-South African Resident; and
- (b) Not to employ a Non-South African Resident in any position or allow a Non-South African Resident to perform a work function not allowed by his/her Visa or permit.
- © Accept responsibility for the costs related to your's and your family's deportation should it become necessary.
- (d) To ensure that your passport is valid at all times for the duration of your employment

- 4.2 Should it be found that the UJ is employing illegal Non-South African Residents or employing Non-South African Residents outside of the allowances of their Visa or permit, the UJ could face a prison sentence, as mentioned, or a hefty fine. The fines have been noted in the Immigration Act and range from R7 000 to a possible R50 000 per person, depending on the contravention.

5. Recruitment Process

- 5.1 The Resourcing Office, in accordance with the D31 Policy for Recruitment of Non-South African Residents, will extend an offer of permanent employment to prospective International staff after due process and procedure has been followed and the best suited candidate is selected.

5.2 Recruitment and Selection

- 5.2.1 Should no suitable South African citizen or resident be found for a position following an advertising process, non-South African Residents may be considered for positions that require scarce skills.
- 5.2.2 During the recruitment process, shortlisting of Internationals candidates

without residence permit may take place only where there are no or few suitable qualified South Africans applicants. This is to comply with the requirements of the Department of Home Affairs that the Institution would need to demonstrate that there were no suitable South Africans for the post.

5.3 MEC Approval

- 5.3.1 All appointments of prospective International employees are on the proviso that MEC approval has been granted for the appointment and only then is an Offer of Employment extended and the application for a work permit can commence.
- 5.3.2 The appointment of both White and Non-South African candidates is regarded as non-equity appointments by the Employment Equity Act.
- 5.3.3 The approval of the appointment of a non-equity candidate must be obtained from the MEC by submitting a motivation in the required format as illustrated in **Annexure A**.

5.4 Salary Offer and Appointment Letter

- 5.4.1 As soon as possible after approval has been received from MEC, an Offer of Employment (including a salary offer) is negotiated with the candidate.
- 5.4.2 With respect to non-South African citizens, this appointment is subject to the condition that the candidate provides the UJ with confirmation of their valid South African work/permit/permanent residence.
- 5.4.3 The UJ may only consider the candidate for appointment after they have provided the UJ with the necessary documentation of confirmation or a certified copy of identity document as issued by the South African Department of Home Affairs.
- 5.4.5 Ongoing employment by the UJ shall at all times remain subject to the staff member being in possession of a valid work permit or residence permit issued by the South African Department of Home Affairs.
- 5.4.6 Should the candidate's work permit or residence permit be cancelled or withdrawn at any time; this would constitute grounds for the summary termination of the staff member's contract of employment by the UJ.
- 5.4.7 On acceptance of the salary offer, the Resourcing Office will issue a Letter of Appointment to the staff member and advise whom to contact in the International Office for assistance with the Visa Application.

5.5 Work Visa application

5.5.1 The following documents will be emailed to the employee to initiate the permit application process by the Human Resources in collaboration with the Division for **Internationalisation**:

- (a) The required employer documentation will be provided to the staff member in original form; if application is made outside of the borders of South Africa, documents will be couriered, and a tracking number will be provided. **(Please see documents prepared for Work Visa Application).**
- (b) The documents required by the staff member will be explained in detail and the required assistance will be given where possible.
- (c) Motivation from the relevant Head of Department (HOD) with plausible reasons for appointing the International staff instead of a South African citizen on a letterhead will be requested by the Human Resources Business Partner (HRBP) and submitted to the candidate
- (d) As per the new immigrations regulations (Amendment Act, 2011 (Act No 13 of 2011) third party agencies can assist applicants with documentation and application process but are no longer permitted to submit on the behalf of staff. In the event where the expertise of Specialist Agencies dealing with Immigrations (Deloitte, Crickmore Thompson, etc.) is utilised, the cost associated will be for staff member or Faculty on agreement.
- (e) Advise staff of point (d) and obtain Permission from the relevant HOD and Executive Dean to use an Agency and approval of the costs involved.
- (f) Quotes from Agency are requested, and the Faculty/Department approves one quote and coordinates the payment.
- (g) Invoices must be paid within seven (7) days from date of issue in order for the agency to process the application and this payment needs to be done via Faculty.
- (h) A copy of the passport and current work permit (if any) or whichever other permit is used should be provided by candidate to the Human Resources (HR) Resourcing Unit.

- (i) In the instance where the International staff will be appointed in a position not classified as a critical skill (on a general work visa), the original newspaper advertisements (may not be older than three (3) months after publication date). If the advertisement is older than three (3) months, a new advertisement must be placed in the media.
- (j) The full application process needs to be submitted to the Department of Home Affairs, in order for the Department of Home Affairs (DHA) to place in context the need to appoint International staff.
- (h) In instances where appointments are made in positions not considered a critical skill, a site visit will be conducted by the DHA, as well as a review of candidates on the DHA database, to make an informed decision to approve or decline the General Work Visa.

6. Timeframes

- 6.1 Panel members are advised that if the preferred candidate is not South African who does not have a work permit or permanent residence, there is often a delay of one (1) month to six (6) months to procure a work permit. Whilst the use of external consultancies (at the cost of the hiring unit) to fast track the process is a possibility, success rates cannot be guaranteed.
- 6.2 Line Managers should assume that it could take up to three (3) months to fill a Support staff vacancy. This includes provision for the candidate to give notice to his or her current employer of one (1) month.
- 6.3 Line Managers should assume that it could take up to six (6) months to fill an Academic vacancy or senior position. This is because most Academics and senior managers/leaders are required to give their current employer up to three (3) months' notice. The situation may be exacerbated if the preferred candidate has to procure a work permit.

7. International Candidates with Current Work Permits

- 7.1 An International candidate with a current work visa/permit from another Institution will have to apply for "Change of Conditions" on their current visa/permit before being appointed to work at the UJ. Change of Conditions constitute an application for a new visa/permit.

8. Extensions of Existing Visas

- 8.1 Extensions of existing visas will have to be applied for sixty (60) days before expiry

9. Assumption of Duties

- 9.1 Successful candidates may assume their duties once they have successfully obtaining a work visa and provided proof to the UJ.

10. External Consultants

- 10.1 The University has acquired the services of the following service provider to assist international candidates in obtaining their Visas: Deloitte, Contact telephone number: 0115174270, Email: cdoorkapersadh@deloitte.co.za/
melnaidoo@deloitte.co.za
- 10.2 The external consultants will perform the following services;
- 10.2.1 Provide the relevant application forms to apply for various immigration permits for South Africa;
- 10.2.2 Provide a detailed check list for all applicable requirements;
- 10.2.3 Supply examples of motivation and repatriation guarantee letters to be edited and amended by the UJ to suit the purpose required;
- 10.2.4 Prepare each applicant for review and approval by the UJ and/or individual applicant;
- 10.2.5 Collate and check each entire application for completeness for submission at the DHA;
- 10.2.6 Follow up of each application until a decision is available from the DHA;
- 10.2.7 Respond to any queries from the DHA/VFS/Consular Office after consulting with the UJ or the applicant;
- 10.2.8 Arrange with DHA/SAFR to endorse the result of each applicant in respect of application; and
- 10.2.9 Upon the successful issuance of the permit, review the permit to ensure the correctness thereof.

11. Types of Work Visa Applications

- 11.1 It is important to note that although administrative assistance is provided by the Internationalisation Division/Resourcing Unit for documentation to be submitted to the DHA, the work permit application **remains the responsibility** of the prospective staff member.
- 11.2 Renewal of Critical skills Visa can be completed online through the VSF (www.vfsglobal.com/dha/southafrica/)

12. Required Documentation and Responsibility from the UJ

- 12.1 The following documents are prepared by the **employer** in support of Work Visa application:

12.1.1 Critical Skills Visa

The following documents are prepared by the **employer** in support of Work Visa application:

Documents	Responsibility
(a) Repatriation Guarantee	Resourcing Office Signed by ED: Human Resources
(b) Job Profile	HRBP
(c) An undertaking by the employer to inform the Director-General of the DHA should the applicant not comply with the Immigration Act as amended or leave the employer.	Internationalisation Division by way of visa application letter
(d) A fully completed application form Form BI-1738 including part P, which must be completed by the employer, and including two (2) passport photographs	Part P completed by the Resourcing Office and submitted by applicant with all other required documentation
(e) Appointment letter original signed by the employee	Resourcing Unit
(f) Prospective staff member's CV	Resourcing Unit
(g) Letter of Motivation from HOD	HRBP to obtain from relevant HOD and submit to Resourcing Unit
(h) Copy of a passport valid for no less than thirty (30) days after departure from the Republic of South Africa, and containing at least two (2) blank pages for endorsements; (i) and current work permit	Applicant upon application

12.1.2 General Work Visa

Documents	Responsibility
(a) A letter from the employer motivating why a citizen or permanent resident could not fill the position, as well as proof of efforts made to obtain the services of a citizen or resident, together with the list of the unsuccessful candidates.	Resourcing Centre Of Excellence (COE) Unit with reasons (for General Work Visa only)
(b) Original Newspaper Advertisement	Resourcing COE Office (for General Work Permit Only)
(c) Appointment letter original signed by the employee	Resourcing COE
(d) Letter of Motivation from HOD	HRBP
(e) Prospective staff member's CV	Resourcing
(f) Copy of passport and current work permit	Resourcing
(g) <u>A certificate by the Department of Labour</u> confirming that- (i) despite diligent search, the prospective employer has been unable to find a suitable citizen or permanent resident with qualifications or skills and experience equivalent to those of the applicant; (ii) the applicant has qualifications or proven skills and experience in line with the job offer; (iii) the salary and benefits of the applicant are not inferior to the average salary and benefits of citizens or employees occupying similar positions in the Republic; (iv) a contract of employment stipulating the conditions of employment and signed by both the employer and the applicant in line with the labour standards in the Republic and is made conditional upon the General Work Visa being approved	Resourcing provides copy of Appointment Letter if applicable.

12.2 The Employee is responsible to complete/submit the following documents:

- (a) A duly completed online form for relevant Visa application;
- (b) Medical Report not older than six (6) months;
- (c) A radiological report not older than six (6) months;
- (d) Marriage certificates where applicable;
- (e) Divorce Decree (where applicable);
- (f) Police Clearance Certificates issued by the police or security authority in each country where relevant applicant resided for 12 months or longer after attaining the age of 18 years;
- (g) Proof of evaluation of the foreign qualification by SAQA and translated by a sworn translator into one of the official languages of

the republic; and

- (h) Proof of application for a certificate of registration with a professional body, council or board recognised by SAQA.

13. Work Permit Renewals

13.1 Renewal of Visa must be applied thirty (30) days before the permit actually expires. The following documents are required;

- (a) Completed Application Form signed by applicant (Form BI 1739);
- (b) Passport & valid permit and copy of passport;
- (c) Proof of payment of application fee;
- (d) Copy of employment contract (If contract had expired a new contract must be attached);
- (e) Motivation letter from employer;
- (f) Registration of Company;
- (g) Full detail of employer; and
- (h) SA Police clearance.

13.2 Relevant employer documents for extension or renewal of work permit will be issued by HR: Admin. Bernice Grobbelaar Ext. 4074 or email berniceg@uj.ac.za

14. Visa Costs

14.1 In accordance with policy, the UJ will submit an application to the DHA on behalf of the UJ for the granting of a work permit for the candidate, to appointed contact details of external service provider/s.

14.2 The costs of the above will be borne by the Faculty/Department/Division where the new recruit will work, or application to Chief Financial Officer (CFO) for assistance from centralised fund approved by MEC.

14.3 SAQA Evaluation Cost

14.3.1 The cost of SAQA evaluations is at the cost of the staff member. For processing time and costs, please visit www.saqa.org.za for the most updated information.

14.4 Police Clearance Certificate

14.4.1 Please visit the following website to obtain information on application process, cost and time frame: www.dfa.gov.za/consular/policeclear.htm

15. Useful Websites

15.1 The following websites can be accessed to obtain more information regarding application process, cost and time frame:

(a) VFS online Application:

<https://www.vfsglobal.com/dha/southafrica/complete-online-form.html>

(b) SAQA Foreign Qualifications Evaluation

<http://www.saqa.org.za/> **(c) List of Professional Bodies recognised by SAQA (xlsx file)**

<http://pbdesig.saqa.org.za/>

(d) Government Departments

<https://www.gov.za/about-government/government-system/national-departments>

(e) Critical Skills List

<http://www.dha.gov.za/index.php/immigration-services/scarce-skills-work-permits>

16. Visa Types

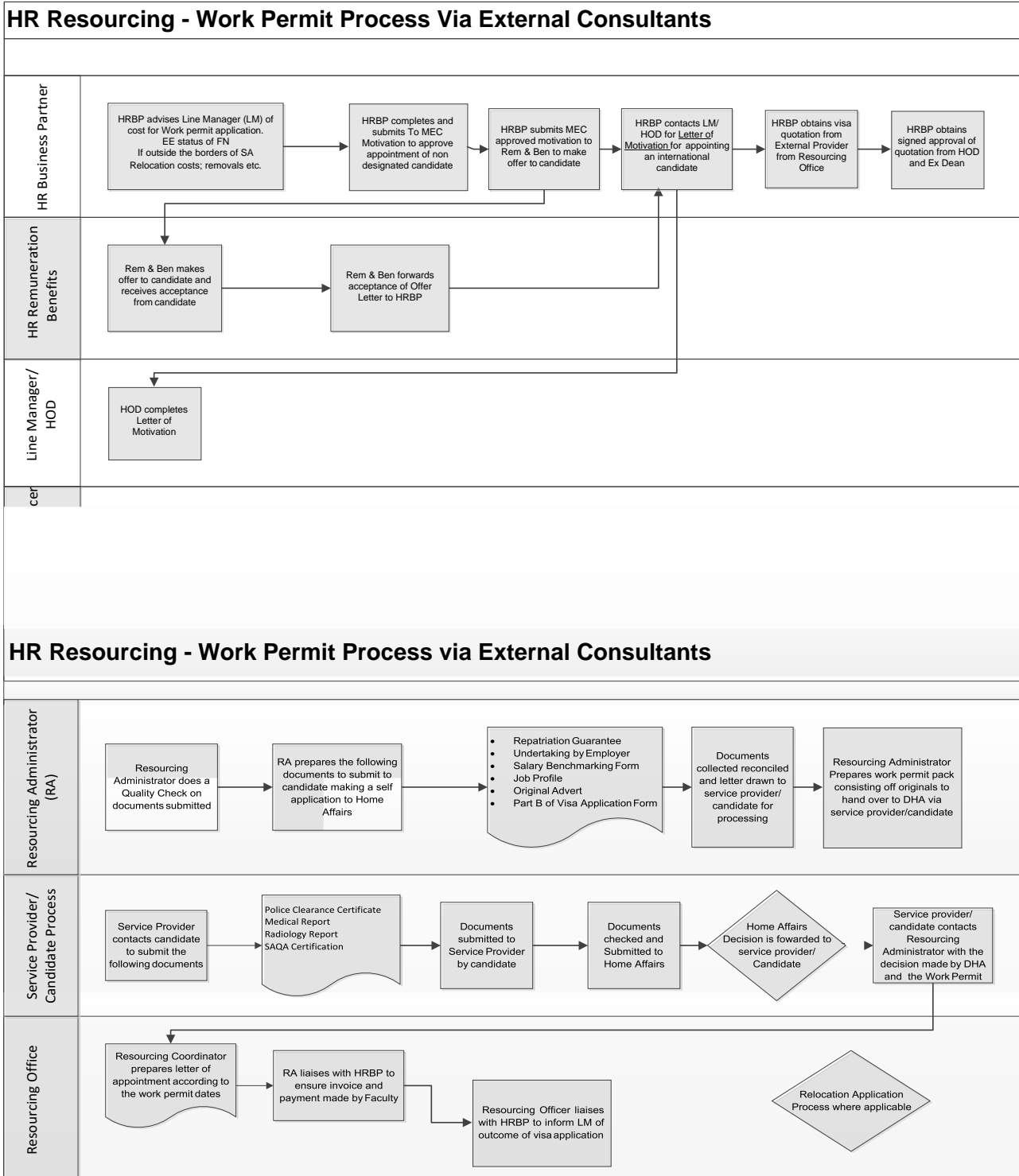
16.1 Generally, International staff who are to be considered for employment would need to apply for one of the following Visas in the absence of having permanent residence status:

Permit Type	Notes
(a) Critical Skills Visa	May be Issued to qualified international employees, with a minimum of five (5) years' experience, in a position listed in the critical skills list in Government gazette.
(b) Visitor's Visa – Academic sabbatical	May be issued for any period which may not exceed three (3) years to an International who is engaged in an academic sabbatical.
(c) Visitor's Visa - Research	May be issued for any period which may not exceed three (3) years to an International staff member who is engaged in research.

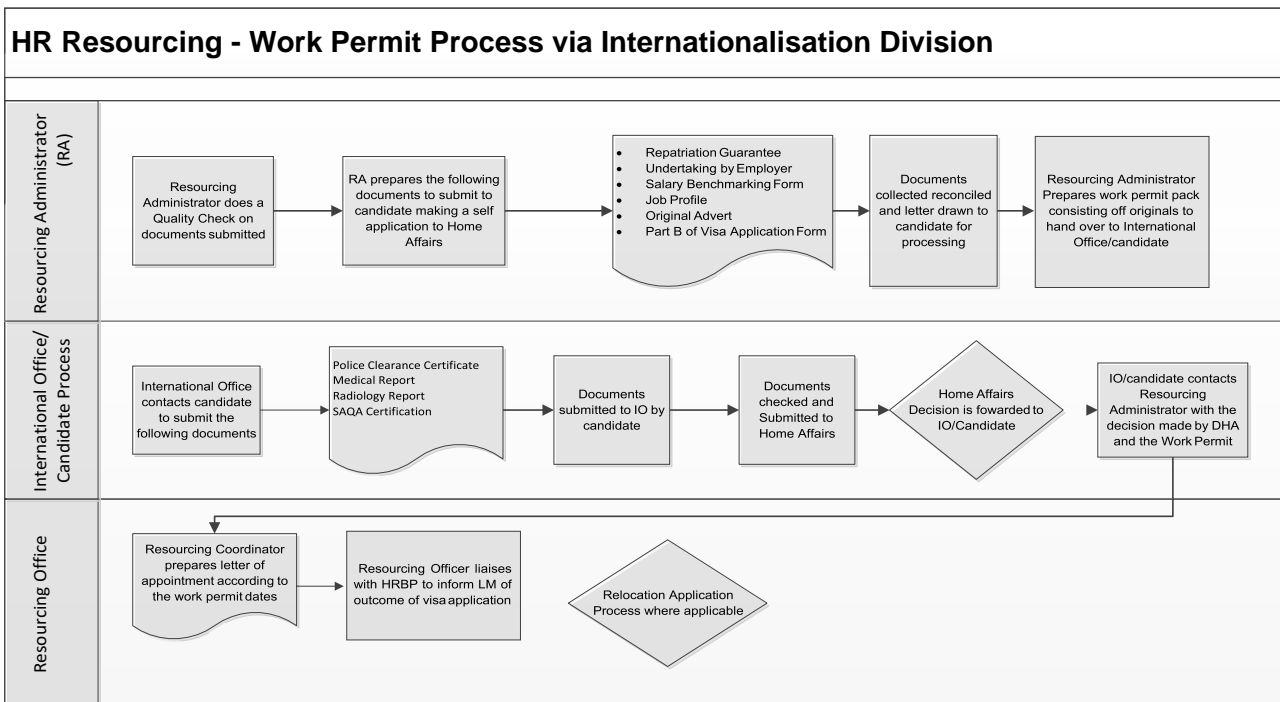
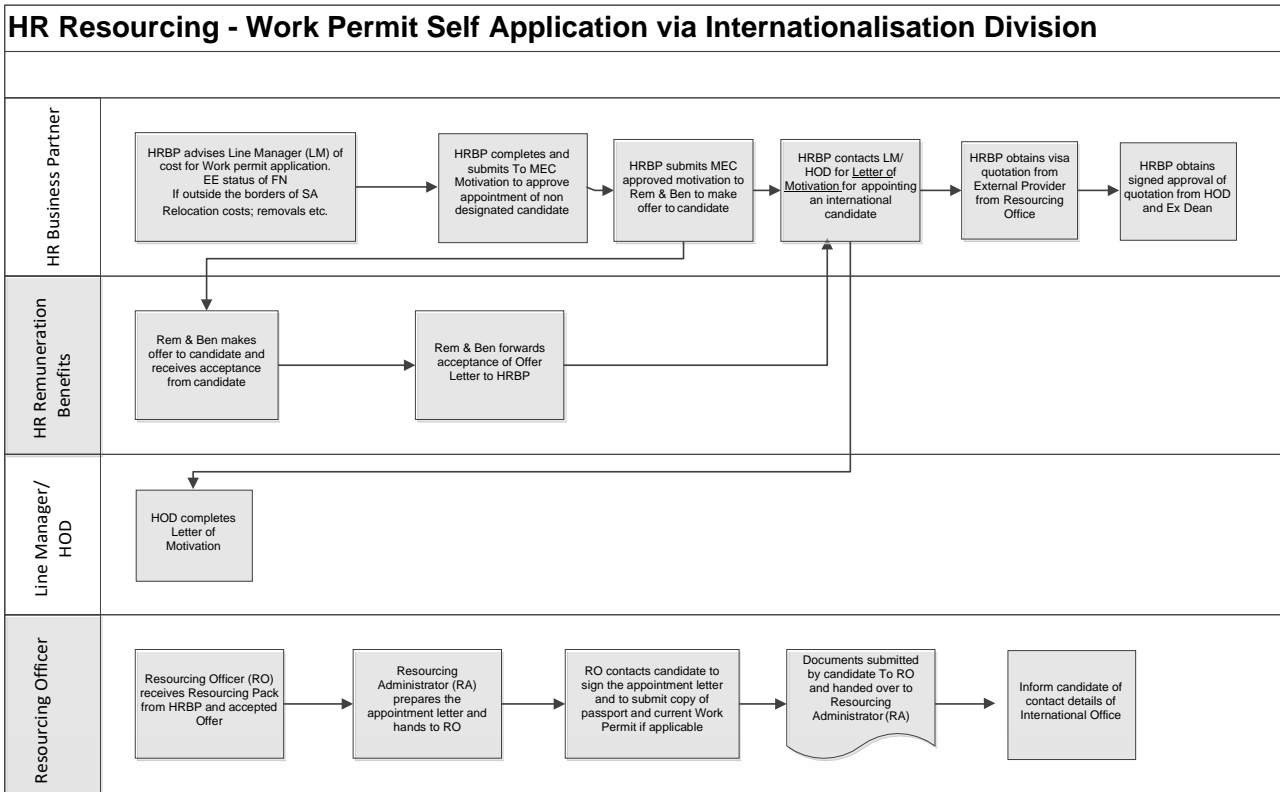
Permit Type	Notes
(d) General Work permits	<p>Subject to a number of requirements, including proof of the non-availability of South Africans with equivalent skills, qualifications and experience; proof of market-related remuneration to be paid to the foreigner; and an undertaking to notify the DHA when the Non-South African Resident leaves the UJ's employ or is employed in a different category or role.</p> <p>A general work visa may be issued for a period not exceeding five (5) years.</p>
(e) Study Permit	<p>Holders of study permits may not perform any part –time work that exceeds twenty (20) hours per week. It is therefore prohibited to employ a Non-South African Resident national on the strength of a study permit.</p>

17. Visa Application Process Flows

17.1 Application Process via External Consultants



17.2 Application Process via Internationalisation Division



18. Relocation

As the recruitment of Non-South African residents is a rare occurrence, each application for relocation costs will be considered on its merits and will be funded from central discretionary funds.

- 18.1 On acceptance of the employment offer by a prospective International staff member, the responsible HRBP will facilitate the relocation process and will advise the employee in accordance to the D41 - Relocation Expenses Policy as approved by MEC.
- 18.2 Furniture Removal cost for staff recruited outside of the Borders of South Africa will be borne by both the Faculty/Division (60% of the total removal costs) and HR (40% of the total removal costs). In instances where the Faculty/Division is not able to bear such cost, requests for assistance should be submitted to the CFO, who will review and approve and provide such funding from the Central Funding.
- 18.3 The UJ will pay no other furniture removal costs with respect to the relocation of an individual, other than household goods, without prior approval in writing.

19. Costs Incurred by Employee

- 19.1 Costs incurred by International staff for the Visa application will be reimbursed though the once off monthly taxable relocation allowance provided to International staff on commencement of service.
- 19.2 The UJ will reimburse the once off flight cost from **place of origin** to Johannesburg for the staff member and their immediate family.

20. Arrival and Accommodation

20.1 Transportation

- 20.1.1 The Executive Dean/Executive Director will appoint a staff member from Faculty/Division/Department/Internationalisation Division to meet and greet the staff member at the relevant airport and to assist with the following:
- (a) Transportation from airport to temporary accommodation arranged by the respective Faculty/Division/Department.
 - (b) In instances where the temporary accommodation is not within walking distance to the respective campus where the staff member is based, transportation from temporary accommodation to the respective campus should be provided for two (2) weeks. After this time period, the staff member should make their own travel arrangement (at own

expense).

20.2 Accommodation

20.2.1 Accommodation expenses paid for one (1) month by Faculty/Division/Central fund or when available housing at the UJ will be provided to staff for a period of one (1) month, after which staff member needs to secure own accommodation.

20.3 Settling In

20.3.1 A familiarization tour to be arranged by Faculty/Internationalisation Division, which includes a Campus Tour and Johannesburg City Tour.

20.3.2 Opportunity to consult staff from Internationalisation Division to obtain information on suburbs in the surrounding area of the UJ. Information on educational establishments as per the specific requirements based on the information provided in biographical data.

20.3.3 Information brochure to be collated and provided to the International staff that will assist with the following:

20.3.3.1 Schools in the immediate vicinity of the UJ for children;

20.3.3.2 Banking establishments;

20.3.3.3 List of major retail shopping centres;

20.3.3.4 List of residential/property agencies for suitable property listings for purchase or rental outside of the UJ;

20.3.3.5 General information on safety and security; and

20.3.3.6 A list of hospitals in the immediate vicinity.

21. Relocation Expenses

21.1 Each application for relocation costs will be considered on its merits and will be funded from Central Discretionary Funds.

21.2 International staff will be required to sign an appropriate contract with the UJ to cover their relocation expenses. Should a staff member leave the UJ, the UJ will not be responsible for the payment of his/her relocation from Johannesburg.

21.3 A relocation allowance of one (1) month taxable basic salary is payable to staff member with first month salary. This will be in lieu of submission of

receipts for purchase of school uniforms, curtains, etc.

21.4 *Refer to D41 - Relocation Expenses Policy.*

22. On-boarding

22.1 On-boarding checklist for HOD before the arrival of the staff member

- (a) Transportation and collection from Airport;
- (b) Temporary accommodation has been arranged;
- (c) DVD on-boarding welcome pack has been prepared and information pertaining to base Campus; Faculty/Departmental organogram; and directions and layout of other campuses are included
- (d) Information pack regarding suburbs surrounding the university has been obtained from external relocation Consultant;
- (e) Details, office numbers and office extensions of HR Division for assistance with on-boarding documentation included in the welcome pack; and

22.2 This checklist is developed to ensure that staff members are welcomed and properly inducted into their environment.

23. Conditions of Service for International Staff

23.1 International staff appointed on fixed-term contracts are entitled to the UJ Conditions of Service.

24. Social and Emotional Support to Families

24.1 The UJ recognizes that the relocation to another country can be stressful on the staff and their immediate family and therefore extends the following assistance for a smooth transition:

24.2 Each staff member to be given an Employee Wellness card and should be provided with information on the following services:

- (a) Emotional support;
- (b) Financial support;
- (c) Stress management; and
- (d) Networking or social events with other International staff.

24.3 *Refer to Employee Wellness Policy.*

25. Validity of Visa

25.1 A general work permit shall lapse if, within six (6) months of its issuance, and within every year thereafter, its holder fails to submit to the Director-General of the DHA confirmation that he/she is still employed, with the terms and conditions of his/her employment, including the job description.

25.2 In respect of a general work permit holder whose employment contract has been terminated, the permit shall remain valid for a period not longer than six (6) months, until that holder has exhausted all applicable rights of recourse, provided that the period may be extended for further periods of three (3) months at a time on submission of proof to the satisfaction of the Director-General of the DHA that, due to circumstances beyond the control of the holder, the recourse procedures have not been finalised.

26. Roles and Responsibilities**26.1 MEC**

26.1.1 The MEC will approve the appointment of the prospective International staff member before an offer is extended.

26.2 Internationalisation Division

26.2.1 The Internationalisation Division will assist the appointed International staff member with the Visa application process. Provide expert guidance regarding queries on any process. This office will follow up with DHA and liaise with the candidate on progress. Issue a Visa application letter to be used by the candidate.

26.3 HR: Resourcing Unit

26.3.1 The Resourcing Unit will issue a Letter of Appointment once approved Visa has been submitted by the International staff member;

26.3.2 Submits the relevant documents for Visa Application to the Internationalisation Division; and

26.3.3 Process the relocation of furniture for International Staff.

26.4 HR: Remuneration and Benefits

26.4.1 The Remuneration and Benefits Unit will issue the Offer of Employment to

the prospective International staff member to be used for Visa application.

26.5 HR: Services

- 26.5.1 Assist the staff member documentation for renewal or extension of current work Visa;
- 26.5.2 Obtain approval from Faculty/Division for extension of Visa;
- 26.5.3 Issue a Letter of Appointment for a further five (5) years once DHA has renewed Visa; and
- 26.5.4 Ensure that the recording of confirmation of validity of Visa.

26.6 HR: Business Partners

- 26.6.1 Responsible for the recruitment and selection of International staff;
- 26.6.2 Submission of the approval for appointment to MEC;
- 26.6.3 Submit recruitment documents for offer to Remuneration and Benefits;
- 26.6.4 Obtain required documentation from HOD for Visa application; and
- 26.6.5 Ensure proper On Boarding of the new employee. External Consultants
- 2.6.6.6 *Refer to Section 7 of these guidelines.*

27. Related Documents

- 27.1 Resourcing Policy.
- 27.2 On Boarding Guidelines.
- 27.3 UJ Conditions of Service.
- 27.4 Relocation Expense Policy.

Approved by MEC on 25 July 2017

Aligned to ELG Organogram changes dated 02 December 2019

Annexure A – Letter of Motivation to MEC

SUBMISSION OF PROPOSED APPOINTMENT(S) OF CANDIDATES FROM NON-DESIGNATED GROUPS

To MEC

From <Insert Faculty/College/School/Division/Department details>

Date <Insert date of submission >

ITEM TITLE Motivation for appointment of____(non-designated candidate)

RECOMMENDATION

It is recommended that the MEC consider the appointment of the following non-designated candidate(s):

_____, is recommended for the__position on __

MOTIVATION

- 1. Recommendation of Selection Committee**
 - 1.1 Recommended candidate:
 - 1.2 Date of interview:
 - 1.3 Information on the recommended candidate:
Include the following: The profile of the candidate

Recommendation of the Head of Department:

2.1 Motivation for appointment

2.2 Background

2.3 Motivation for preferred candidate

2. Recommendation of the Executive Dean/Director

3. Staff profile of the Faculty/College/School/Division/Department

Please provide the following, in terms of race ¹:

1. The overall **Academic/Support** staff profile in the Faculty/College/School/Division/Department (excluding proposed new appointment/s)

	(a) South African - African	(b) South African - Coloured	(c) South African - Indian	(a+b+c) Total Designated	(d) S South African - White	(e) International		(d+e) Total Non-Designated
						Africa	Other	
Actual Appointments	32	11	22	65	85	8	12	105
Percentage	18.82%	6.47%	12.94%	38.23%	50.00%	4.70%	7.05%	61.76%

2. The overall **Academic/Support** staff profile in the Faculty/College/School/Division/Department (excluding the proposed new appointment/s)

	(a) South African - African	(b) South African - Coloured	(c) South African - Indian	(a+b+c) Total Designated	(d) S South African - White	(e) International		(d+e) Total Non-Designated
						Africa	Other	
Actual Appointments	0	0	2	2	2	0	0	2
Percentage	0.00%	0.00%	50.00%	50.00%	50.00%	0.00%	0.00%	50.00%

3. The overall **Academic/Support staff** appointments in the Faculty/College/School/Division/Department in the current calendar year (excluding

¹ Please note that the term 'designated' refers to African, Coloured (including Chinese) and Indians of South African origin. Applicants from other countries, including from the rest of the continent are classified as non-designated for the purposes of UJ records and reporting

proposed new appointment/s)

	(a) South African - African	(b) South African - Coloured	(c) South African - Indian	(a+b+c) Total Designated	(d) S South African - White	(e) International		(d+e) Total Non-Designated
						Africa	Other	
Actual Appointments	6	0	0	6	5	1	1	7
Percentage	46.15%	0.00%	0.00%	46.15%	38.46%	7.69%	7.69%	53.84%

4. The overall **Academic/Support staff** resignations in the Faculty/College/School/Division/Department in the current calendar year

	(a) South African - African	(b) South African - Coloured	(c) South African - Indian	(a+b+c) Total Designated	(d) S South African - White	(e) International		(d+e) Total Non-Designated
						Africa	Other	
Actual Resignations	2	1	0	3	3	0	0	3
Percentage	33.33%	16.66%	0.00%	50.00%	50.00%	0.00%	0.00%	50.00%

5. The overall **Academic/Support staff** appointments in the Faculty/College/School/Division/Department in the previous calendar year

	(a) South African - African	(b) South African - Coloured	(c) South African - Indian	(a+b+c) Total Designated	(d) S South African - White	(e) International		(d+e) Total Non-Designated
						Africa	Other	
Actual Appointments	6	2	3	11	6	4	1	11
Percentage	27.27%	9.09%	13.64%	50.00%	27.27%	18.18%	4.55%	50.00%

6. The overall **Academic/Support staff** resignations in the Faculty/College/School/Division/Department in the previous calendar year

	(a) South African - African	(b) South African - Coloured	(c) South African - Indian	(a+b+c) Total Designated	(d) S South African - White	(e) International		(d+e) Total Non-Designated
						Africa	Other	
Actual Resignations	0	0	0	0	0	0	0	0
Percentage	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Executive Dean/Executive Director (Signature)