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RECRUITMENT & SELECTION POLICY
Council Approval dated 27 June 2013
Resolution C/3/68/06/13



SECTION 1

PURPOSE

This policy endeavours to create a strategy whereby fair and equitable recruitment and selection can be undertaken by the Municipality whilst ensuring the elimination of unfair discrimination. The policy provides guidelines for the appointment of applicants, and the procedural steps involved in the process of recruitment and selection.

The policy is in alignment with section 160 (8)(a) of the Constitution of South Africa, sections 55, 66 and 67 of the Local Government, Municipal Systems Act 32 of 2000, and all other relevant labour legislation.

POLICY OBJECTIVES

The objectives of this policy are:

- To attract suitably qualified individuals
- To make use of a fair and non-discriminatory process that ensures consistency in recruitment and selection
- To retain and develop quality employees
- To support current legislation
- To meet Municipal Employment Equity Plan targets
- Young people

1.1 POLICY STATEMENT

The Recruitment and Selection Policy is fundamentally aimed at:

- matching the human resources to the strategic and operational needs of the municipality,
- ensuring the full utilisation and continued development of these employees,
- creating the capacity for effective and efficient service delivery.

Each appointment must therefore be justifiable by the employer in terms of both strategic and operational needs.

Although all aspects of recruitment and selection will be non-discriminatory, preference will be given to suitably qualified candidates who are members of designated groups as defined in the Employment Equity Act of 1998.

This policy of council is dealing with the following categories of appointment made:

- A. Categories of Posts**
- B. Categories of employees**

A: Categories of Posts

- a. **Category A Posts: -Municipal Manager and section 56 Managers**
- b. **Category B Posts : - Task Grade 8 - 18**
- c. **Category C Posts: - Task Grade 1 - 7**

1.2 Definitions of category of employees

1. **Permanent employee** is an employee who has applied, gone through the approved Recruitment and Selection Process, and is appointed into a specific position on the organogram of the municipality with a fixed post level for a non-specified period of time. S/he is entitled to full municipal benefits as agreed in terms of Collective Agreements.
2. **fix term contract employees:**
 - i. **employees appointed by council in terms of Sections 54A and 56 of the Municipal Systems Act, 32 of 2000; and**
 - ii. **employees who are appointed by the Municipality per agreement for a fixed/defined period not exceeding a maximum of 60 months, unless the Municipal Manager approves the extension of a contract not more than once;**
3. **Temporary employee** is an employee who is appointed by the Municipality per agreement to undertake and complete a certain task which is not of a permanent nature, normally of a short duration and which will be completed in less than six months;
4. **Support staff to elected representatives** is staff which is required by the said representatives to provide administrative and professional in order to fulfil their roles and deliver on their mandate. The relationship between these representatives and their support staff goes beyond the normal relationship that exists between Council and its regular employees.

SECTION 2

APPOINTMENT OF PERMANENT STAFF

2.1 PROCEDURE

STEP 1: EMPLOYEE REQUISITION

The Human Resource Department must be notified of any vacancies which exist due to termination of service or newly created positions. The relevant Head of Department is responsible for *authorising* the vacancy.

STEP 2: SELECTION CRITERIA

A detailed Job Profile must be compiled by the Head of Department in consultation with the assigned HR Officer, which will include a job description outlining the tasks, responsibilities and behavioural dimensions for the position.

Should an updated profile not be available, a detailed analysis (using T.A.S.K. Methodology) will be conducted identifying and prioritising the inherent job criteria before advertising and selection.

The selection criteria should in no way unfairly discriminate and should not be used as barriers to employment.

The Job Profile will be used for both internal and external recruitment.

STEP 3: RECRUITMENT & SELECTION

1. ADVERTISING VACANCIES

The placements of advertisements, both internal and external, are the responsibility of Human Resources. Vacancy advices/ adverts are to be drafted by the respective department from Monday to Thursday or his assignee in consultation with the HR Officer, using Job Profile as the source of relevant information.

Recruitment refers to the attracting of suitable applicants for the position whether internally or externally. In the case of a post being substantially the same the vacant post will be advertised internally first, provided that there are suitable candidates internally, if no suitable internal candidate can be appointed in that post, externally. If there is a significant change in the post to be advertised it is the prerogative of the Head of Department to advertise the post internally first, or advertise internally or externally at the same time. The categorisation of vacant posts is the responsibility of the Head of Department.

Internal advertisements shall be placed on designated municipal notice boards. All internal advertisements should specify that only Council employees may apply. External advertisements shall be placed in the appropriate media/publications (to be agreed upon by the HOD) ensuring maximum access by the designated groups. Advertisements must be copied to unions and HOD's.

All external adverts must specify the commitment of Bitou Municipality to the fulfilment of the Employment Equity Plan.

2. APPLICATION FORMS

All applicants will be required to complete an application form. The Human Resources Department is responsible for ensuring that the applicant receives the correct form, i.e. Application Form (Internal Recruitment) or Application Form (External Recruitment). (SEE ATTACHED ANNEXURES A AND B)

All applications are to be addressed to Human Resources.

3. SCREENING & SHORTLISTING

The Human Resource Department screens all applications and a list of the suitable candidates will be presented to the Head of Department. The Head of Department is responsible to compile a shortlist, based on agreed selection criteria. The assigned HR Officer is available for consultation in this regard.

4. SELECTION PROCESS

CATEGORY A POSTS: MUNICIPAL MANAGER AND SECTION 56 MANAGERS

Council is, (in terms of Sections 54A and 56 of the Municipal Systems Act, Act 32 of 2000, as amended), the appointing authority for these positions. Council is responsible for designing a selection process for the post of municipal manager and managers reporting to the municipal manager.

Council, as the appointing authority, has the prerogative to delegate the whole or part of the recruitment and selection process to the Mayor or a committee of Councillors for a position in this category. Section 160 (8)(a) of the Constitution of the Republic of South Africa, 1996 states that members of a Municipal Council are entitled to participate in its proceedings and those of its committees in a manner that allows parties and interests reflected within Council to be fairly represented.

The Mayor or committee may delegate some of the selection processes to a service provider. After the completion of the assessment of candidates the committee or the Mayor who has been so delegated by Council will submit a recommendation for appointment to Council for approval.

After Council's approval the Executive Mayor, in the case of appointment of the municipal manager, will extend the offer of appointment to the preferred candidate and negotiate conditions of appointment.

In the case of a section 56 manager, the Council, after consultation with the municipal manager, makes an appointment. The Municipal Manager will extend the offer of appointment and negotiate conditions of appointment.

The selection process explained above must also comply with Section 54A of the municipal Systems Act 2000 as amended

IMATU and SAMWU will be invited to the interview as observers

CATEGORY B POSTS: TASK 8 - 17: MANAGEMENT/ PROFESSIONAL/SUPERVISOR

The HOD or his assignee with assistance from the HR Officer will set up interviews with short listed applicants. Short listed applicants will be subjected to a structured behavioural interview by line management, which will be conducted in a non-discriminatory and consistent manner. The HOD and the HR Officer take joint responsibility for structuring the selection process. HR will together with the long list submit to the HOD the EE target for the post.

The structured interviews will be conducted by an interview panel. The interview panel consists of the HOD or his assignee, the HR Officer who will provide specialist advice and input, and Union Representatives, who have observer status in the selection process. The Municipal Manager, at his discretion, may attend interview panels in this category save that his

participation in the interview panel for posts on the second reporting line of managers is mandatory. He may assign a HOD to represent him.

A competency based assessment approach will be used where the applicant's experience, skill, knowledge, level of competence and career path suitability will be evaluated against the job requirements during a structured analysis and evaluation discussion. Applicants will be scored against criteria. The results of the scoring process will be used as a guideline and input to the outcome of the selection process.

CATEGORY C POSTS: TASK 1-7: CLERKS/ DRIVERS/OPERATORS/GENERAL WORKERS

The manager with assistance from the HR Officer will set up interviews with short listed applicants. Short listed applicants will be subjected to a structured behavioural interview by management, which will be conducted in a non-discriminatory and consistent manner. The manager and the HR Officer take joint responsibility for structuring the selection process.

The structured interviews will be conducted by an interview panel. The interview panel consists of the Manager or his assignee, the HR Officer who will provide specialist advice and input, and Union Representatives, who have observer status in the selection process. The HOD (Corporate-, Community-, Finance-, Strategic- and Technical Services), at his discretion, may attend interview panels in this category.

An appropriate competency assessment instrument may be included in the selection process.

5. COMPETENCY ASSESSMENT

Validated assessments tools may be utilised by a trained professional to gather additional supporting information during the selection process. All applicants will be required to give consent for the use of assessment tools and results thereof. (ANNEXURE E: Assessment Consent Form)

All parties will uphold the strictest confidence in respect of any information supplied. Applicants will be entitled to feedback on all assessments undertaken.

6. REFERENCE CHECKS

Applicants shall be requested to provide names of contactable referees. Only referees provided by applicants may be contacted for reference purposes. All information solicited should be related to the job profile requirements.

Written testimonials should not be used as the only documentation for references. Applicants can submit written testimonials on condition that referees may be contacted for verification of reference.

7. AUTHORISATION

As per the stipulations of Section 55(1)(e) of Local Government Systems Act, 32 of 2000, authorisation of appointments are as follows:

CATEGORY "A" POSTS:

Council appoints the Municipal Manager in terms of 54A (1)(a) the Local Government Municipal Systems Act, 32 of 2000.

Council appoints Section 56(1)(a) of the Local Government Municipal Systems Act, 32 of 2000 Managers after consultation with the Municipal manager.

CATEGORY "B" POSTS: (TASK 8 – 17)

Details of the proposed applicant to be submitted to the Municipal Manager for final authorisation. A memorandum motivating for appointment outlining particulars of applicant and results of selection process and the EE target must be submitted to the Municipal Manager.

CATEGORY "C" POSTS: (TASK 1-7)

A memorandum, to be completed for this purpose, outlining particulars of applicant and results of selection process and the EE target must be submitted to the Human Resources Manager. The Human Resources Manager check whether the proposed appointment of the recommended applicant meets the municipality's employment equity requirements. A report on who the proposed applicant is, will after verification and approval by the Human resources Manager be submitted to the Municipal Manager for final authorisation.

All new appointments to be reported to Municipal Manager in terms of Section 59 of the Municipal Systems Act.

8. EMPLOYMENT OFFER

The Offer of Employment will be given to the applicant in writing by the Human Resources Officer, detailing the terms and conditions of employment. Acceptance of the job offer should be by way of signing the Employment Contract or the letter of appointment prior to commencing employment.

9. UNSUCCESSFUL APPLICANTS

All Bitou Municipality advertisements should state that if an applicant does not receive any notification within one month of the closing date, he/she is to assume that the application was unsuccessful. All interviewed unsuccessful applicants will receive a letter from the Human Resource Officer, within 2 weeks of the final decision, thanking them for their application and regretting that they have been unsuccessful. If an external service provider was used they are responsible for informing the applicants of the outcome of the interview process.

10. JUSTIFICATION / DISPUTE

In order to protect Council's interest, any requests from unsuccessful applicants for feedback on selection decisions should be in writing. The HOD in consultation with Human Resources will respond to such a request in writing.

Disputes concerning the appointment of an applicant are dealt with in terms of Bargaining Council Dispute Resolution procedure and relevant labour law.

STEP 4: INDUCTION & PAYROLL INFORMATION

Induction of new employees is the responsibility of the HOD or Manager. All new employees are invited to participate in the formal Bitou Municipality induction process conducted by the HOD or Manager and HR Officer as the case may be.

The Administration Starter Pack which is completed during induction should be forwarded, by the Human Resource Officer, to the Payroll Office to ensure the accurate receipt of information regarding the new incumbent/position.

SECTION 3

APPOINTMENT OF TEMPORARY EMPLOYEES

HR will annually compile a database of all the contract workers of council. These contracts are all fix term

3.1 TEMPORARY WORKERS 1 – 3 MONTHS

HR will annually compile a database of all the contract workers of council.

3.1.1 OFFICE STAFF

Recruitment & Selection Process

- i. The ideal and first option is that internal relief staff be responsible for performing the duties.
- ii. If there is no internal relief staff available, a person must be selected from the data base.
- iii. HR must advertise to establish a database of specific office requirements and office skills.
- iv. HR keeps the data base.
- v. Once Line Managers have indicated a need for a temporary worker, the HR department has to be contacted to provide the suitable candidate to fill the position for the period needed.
- vi. HR department makes a recommendation and forwards it to the relevant Manager for approval.
- vii. HR department has to ensure that the necessary paperwork is completed.
- viii. HR will ensure that all appointments will be made on a rotation basis

3.1.2 NON-OFFICE STAFF : skilled labour

Recruitment & Selection Process

- i. HR will annually compile a database of all the skilled labour within the municipal area
- ii. HR keeps the data base

- iii. Once Line Managers have indicated a need for a temporary worker, the HR department has to be contacted to provide a list of suitable candidates to fill the position for the period needed;
- iv. HR department makes a recommendation and forwards it to the relevant Manager for approval;
- v. HR department has to ensure that the necessary paperwork is completed.
- vi. HR will ensure that the appointments will be made on a rotation basis.

3.1.2 NON-OFFICE STAFF : unskilled labour

Recruitment & Selection Process

- i. Line managers must formally request assistance from the Communication Division;
- ii. That the Communication Division be responsible for loud-hailing and the booking of the venue where recruitment of short term employees would take place;
- iii. That the identity documents of those who turned up at the venue be put in a box from which the selection is done in the presence of the line managers;
- iv. Line managers clearly explain the terms and conditions of the employment to the employees;
- v. Identity documents of males and females be put in different boxes to ensure equitable representation during employment;
- vi. That the line functional management ensures that the necessary paperwork is completed and forwarded to the Human Resources Department;
- vii. Human Resources Department will check the paperwork before forwarding it to payroll;
- viii. Line Managers to forward copy of attendance register to payroll;
- ix. Councillors may be present to observe but may not be involved in or participate in it.

Authorisation

HOD must authorize these appointments.

Frequency of Payment

Must be remunerated on a weekly basis for contracts of less than a month and monthly for contracts longer than a month.
Remuneration will be done in accordance with a memorandum from Municipal Manager's office drawn each financial cycle (see Annexure A).

3.2 TEMPORARY WORKERS: MORE THAN 3 MONTHS TO A MAXIMUM OF 6 MONTHS

Recruitment & Selection Process

- i. The ideal and first option is that internal relief staff be responsible for performing the duties.
- ii. If no internal relief staff is available positions will be advertised in the local media.
- iii. The recruitment and selection process will be followed as prescribed in the Recruitment and Selection Policy.

Authorisation

Municipal Manager will authorize these appointments

Frequency of Payment

Must be remunerated on a monthly basis. Remuneration will be done in accordance with a memorandum from Municipal Manager's office drawn each financial cycle.

3.3 FIXED TERM CONTRACT EMPLOYEES: WITH A MAXIMUM DURATION OF 60 MONTHS
Recruitment & Selection Process

The recruitment and selection process will be followed as prescribed in section 1 of this policy.

Authorisation

Municipal Manager will authorize these appointments

Frequency of Payment

Must be remunerated on a monthly basis. Remuneration will be done in accordance with a memorandum from Municipal Manager's office drawn each financial cycle.

SECTION 4

APPOINTMENT OF SUPPORT STAFF FOR ELECTED REPRESENTATIVES

1. Background

Elected political representatives require administrative and professional support staff in order to fulfil their roles and deliver on their mandate. The relationship between these representatives and their support staff goes beyond the normal relationship that exists between Council and its regular employees.

4.1 Rationale for this section

This section of the recruitment and selection policy recognises this unique employment relationship and is intended to regulate the recruitment and employment of support staff for elected political representatives.

4.2 Legislative Framework

In local government appointments are made in terms of Section 55(1) of the Local Government: Municipal Systems Act. As Head of the Administration, the Municipal Manager will be responsible for the appointment of support staff for political representatives, subject to the guidelines and provisos contained in this section.

4.3 Principles of Appointment

When considering appointment of support staff for elected representatives, the following fundamental principles must be taken into account:

- i. The principle of competence
- ii. The principle of compatibility
- iii. The principle of confidence; and
- iv. The principle of consent.

I Principle of Competence

If the intention of the appointment is to provide administrative or professional support for elected representatives, then the principle of competence is a non-negotiable prerequisite for appointment to positions of this nature. As representatives of the community charged to fulfil a particular mandate in the context of service delivery demands and the principles of Batho Pele, the whole purpose of this policy is to empower and enable political office bearers, and it is thus critical that candidates for

these positions possess proven qualifications, knowledge, experience and competence to provide this support effectively and efficiently.

ii Principle of Compatibility

The nature of this working relationship requires that the incumbents of these positions should fit into the reigning organisational culture of the political structures of Council and should share the vision of the representatives that they will be serving. The principle of compatibility dictates that there must be genuine mutual compatibility between the parties in this unique working relationship.

iii Principle of Confidence

A further critical principle that guides this employment relationship is one of absolute trust and integrity. Due to the sensitive nature of this particular working environment and the close proximity to complex political issues and potentially contentious and confidential matters, political representatives must have utmost trust and confidence in their support staff and a breach of this means irrevocable damage to the employment relationship.

iv Principle of Consent

Finally, while the Municipal Manager will be responsible for the administrative appointment of incumbents to these positions, the relevant political office bearers, including portfolio councillors, must be involved in the recruitment process and final decision making regarding appointment of successful candidates, subject to the guidelines outlined in this policy.

4.4 APPLICATION OF THIS POLICY

4.4.1 Only vacancies for positions that are approved as part of the organisational establishment will be considered in terms of this policy.

4.4.2 On recommendation of the Municipal Manager, the Mayoral Committee will determine which posts are deemed to be support positions for elected political representatives.

4.4.3 This policy will only apply to the positions determined by the Mayoral Committee in terms of 4.4.2 above.

4.4.4 Should the status of any position alluded to in 4.4.2-4.4.3 above change, then the formal Recruitment and Selection Policy of Council will be utilised to fill this position.

4.5 APPOINTMENTS OF A CONTRACT NATURE

4.5.1 All appointments made in terms of this Policy for the Appointment of Support Staff for Elected

4.5.2 Representatives will be on a fixed-term employment contract ending one month after the term of office of the elected Representative(s) has\have been terminated for whom the staff member is rendering administrative support.

- 4.5.3 The contract must include a performance component which will include the expected outputs relating to the Key Performance Areas for the relevant position. A Performance Agreement must be concluded within 30 days after the commencement of service.
- 4.5.4 Irrespective of the period alluded to in 4.5.2 above, the contract period may not extend beyond one month after the next local government election.
- 4.5.5 The contract referred to in 4.5.2 must be in writing and signed by both parties on the day of commencement of employment. This employment contract must include a Code of Conduct specifically relevant to this position. This Code of Conduct can include the Code of Conduct for Municipal Officials, as set out in the Schedule 2 of the Local Government: Municipal Systems Act.

4.6 THE APPOINTMENT PROCESS

4.6.1 Vacancies and the organisational structure

Only vacancies that form part of the staff establishment and that are determined to be support positions for political representatives will be considered in terms of this policy. Should the need for support arise which cannot be catered for in the existing staff establishment, then the normal process for organisational review and approval of new posts as determined by Council Policy and relevant collective agreements must be followed.

4.6.2 Approved budget and financial implication and approval

Only positions for which there is a budget approved by Council can be filled in terms of this policy, and within the remuneration guidelines and limits relating to the particular post level of the position.

4.6.3 Maintaining internal consistency with permanent staff

When offers of employment are extended to candidates, particularly with the determination of remuneration levels and service benefits, then the remuneration and service benefits of permanent staff in similar positions in the organisation must be considered in order to ensure internal consistency and maintain high morale and motivation levels amongst the municipal workers corps.

4.6.4 Job content, job descriptions and appropriate post levels

No position can be filled in terms of this policy and until the job content and appropriate post level has been approved by the Mayoral Committee, on recommendation by the Municipal Manager, in the prescribed Job Description format utilised by Council. This provision is subject to the fulfilment of the requirements set out in 4.8.2 above.

4.6.5 The Appointment Procedure

When considering appointments in terms of this policy, the following aspects must be considered:

- (a) The need for an appointment to provide support for political representatives must be motivated in a report to be submitted to the Mayoral Committee;
- (b) Before the report intended in (a) above is submitted, it must be confirmed that any prerequisite conditions referred to in this policy are met, inter alia:

 - (i) That the vacant position forms part of the approved staff establishment;
 - (ii) That a budget has been approved for this position and that the funds are available for this vacancy and written confirmation from the Finance Directorate has been obtained in this regard; and
 - (iii) That a job description in the acceptable format has been approved for this position in terms of the Human Resources Policy for Council.
- (c) Once the filling of the vacancy has been approved by the Mayoral Committee in terms of the adoption of the report envisaged in 4.6.5 (a) above, then Municipal Manager will inform the Human Resources Department to proceed with the recruitment and selection process.
- (d) Where applicable, and within the guidelines set out in this policy, the Recruitment and Selection Procedure of Council will be utilised to make this appointment.
- (e) Vacancies will be advertised in the normal manner, and the Human Resources Department will handle enquiries and accept applications on behalf of Council.
- (f) Candidates can be subjected to competency evaluation and other forms of assessment, and will be subjected to a structured interview process which will be scored and minuted by the Selection Committee.
- (g) The Selection Committee will consist of at least two persons, including the relevant political representatives and the Executive Mayor, or alternatively any other elected representatives delegated by the Executive Mayor.
- (h) The Municipal Manager, representatives from recognised unions and officials from the Human Resources Department will be invited to participate in the recruitment and selection process as observers.
- (i) After the final selection decision has been made, the Municipal Manager will be informed of the outcome in a written report approved by the Mayoral Committee, and will instruct the Human Resources Department to extend an offer of employment to the successful candidate.
- (j) The Municipal Manager, as representative of Council as employer, will contract with the successful candidates as Head of Administration in terms of Section 55(1) of the Local Government: Municipal Systems Act

4.7 ROLEPLAYERS IN THE APPOINTMENT PROCESS

4.8.1 The Selection Committee

- (a) The Selection Committee can assist with the short listing of candidates and will fulfil their role in the recruitment and selection process as set out in section 4.10.5 above.
- (b) After completion of the selection process a report outlining the outcome of the process must be compiled and submitted by the Selection Committee to the Mayoral Committee for approval, as determined in section 4.10.5 above.

4.8.2 The Municipal Manager as Appointment Authority

- (a) The Municipal Manager will provide advice and support to the Executive Mayor and the Selection Committee regarding the appointment of support staff in terms of this policy.
- (b) The Municipal Manager will act as the Appointment Authority as Head of Administration and will represent Council as employer in terms of the employment relationship, including handling matters of discipline of staff.

4.8.3 The Role of Human Resources Department

- (a) The Human Resources Department will provide technical and logistical support to the Executive Mayor and the Selection Committee for appointments in terms of this policy.
- (b) The Human Resources Department must ensure that this policy, as well as all other relevant policies and resolutions of Council, are adhered to with the appointment of support staff for political representatives.
- (c) The Human Resources Department must ensure all relevant labour legislation, codes of good practice and collective agreements are adhered to with these appointments and with the maintenance of the employment relationship of support staff.

4.9 SERVICE CONDITIONS AND COLLECTIVE AGREEMENTS

4.9.1 Application of service conditions

Where relevant, and unless otherwise expressly referred to in the Employment Contract, the conditions of service of Council will be applicable to support staff appointed in terms of the Policy for the Appointment of Support Staff for Elected Representatives.

4.9.2 Application of Collective Agreements

Where relevant, and unless otherwise expressly referred to in the Employment Contract, the relevant Collective Agreements and Codes of Good Practice applicable to Council staff will be applicable to support staff appointed in terms of the Policy for the Appointment of Support Staff for Elected Representatives.

4.9.3 Grievance and disciplinary procedures

Subject to 4.9.1 and 4.9.2 above, the Disciplinary and Grievance Procedures of Council will be applicable to all staff appointed in terms of the Policy for the Appointment of Support Staff for Elected Representatives. The Municipal Manager will act as the representative of the employer should the application of either of these procedures be necessary.

4.9.4 Performance agreements and evaluation

As stated in 4.9.2 above, employment in support positions of this nature must include a performance component in the form of a Performance Agreement. Performance will be reviewed and assessed on a regular basis according to the provisions of the Performance Agreement.

4.10. TERMINATION

Notwithstanding the provisions of this policy, the Employment Contract can be terminated by either party, giving one calendar month notice.

4.11 AMENDMENTS TO THIS POLICY

Any proposed amendments to this policy must be reduced to writing in the form of a draft amended policy and must be submitted to the Mayoral Committee for formal approval.

The following paragraph should be added to the Contract:

IS ENIGE FAMILIE OF VRIENDE BY HIERDIE RAAD IN DIENS? ARE THERE ANY RELATIVES OR FRIENDS IN THIS COUNCIL'S EMPLOY?	JA YES		NEE NO	
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I declare that the above particulars are, to the best of my knowledge true and correct and understand and accept that if I am appointed, my appointment will be subject to the provisions of the conditions of service and the policy of the Council and any applicable legislation.

SECTION 5

1. UNDUE INFLUENCES

The only basis for appointment of a new employee must be suitability and achieving employment equity targets of Council.

2. NEPOTISM

No Municipal employee may show favouritism towards any applicant, including those they are related to. Both applicants and members of the panel must declare any possible conflict of interest. A member of the panel must recuse him/herself when there is a possibility of a conflict of interest.

3. LOBBYING

Any candidate who attempts to influence any member of the interview panel outside of the formal selection process will be automatically disqualified.

4. EXIT INTERVIEW

Employees leaving the services of the Municipality, regardless of their position or reason for leaving, shall be requested to avail themselves for a voluntary exit interview. All information given to the Human Resources Officer during these interviews is to be kept in the strictest confidence, and only the Human Resource Department and Senior Management have access to this information.

5. APPLICATION FORMS

All applications for employment at this municipality must be done by way of a duly completed application form of council which is available on our website. No application by way of a cv will be considered if it is not submitted under the cover of an application form. This applies also where council are making use of a service provider.

6. SUBSISTENCE AND TRAVEL ALLOWANCE FOR PERSONS INVITED FOR INTERVIEWS

Subsistence and Travel allowance for persons invited for interviews will be paid by Council, at the most reasonable costs, and not necessarily at the same rates as set out in this policy for officials and councillors

7. LOCAL APPLICANTS

Local residents/applicants will be consider for shortlisting of all jobs lower than post level 12 before applicants are being invited from outside the municipal boundaries of Bitou Local Municipality.

NOTE:

- All fixed term contracts will include a clause stating that there is no expectation of renewal, extension or permanent employment.
 - Fixed term contracts should generally not be extended. In exceptional instances, they may only be extended once with the approval of the Municipal Manager.
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Annexure 17.2





Memorandum: Human Resources Section

TO: MUNICIPAL MANAGER

FROM: SENIOR MANAGER: HUMAN RESOURCES

DATE: 28 FEBRUARY 2017

RE: WAY FORWARD ON TEMPORARY APPOINTMENTS

With reference to the meeting held in the Office of the Municipal Manager on 28 February 2017, regarding the issue of temporary employees, the following recommendations are herewith confirmed and submitted to the Municipal Manager for final approval.

1. The following employees was employed on fixed term contracts for lengthy periods in contravention of S 198 of the Labour Relations Act and must be permanently employed.

INITIAL APPOINTMENT DATE	I	SURNAM E	POSITION	DEPARTMEN T	CONTRACT START	CONTRACT ENDING	COMMENTS
01 March 2015	A	Bongoza	Clerk	Community Services	1-Oct-2016	until the position is filled	Employee to be permanently employed
01 February 2016	SI	Bobani	General Assistant	Community Services	1-Feb-2016	until the position is filled	Employee to be permanently employed
29 August 2016	IX	Sodawe	Artisan/Handyman	Community Services	1-Dec-2016	31 March 2017	Employee to be permanently employed
01 October 2016	SH	Sulani	Weighbridge Station Operator/Waste Class Operator	Community Services	1-Dec-2016	until the position is filled	Employee to be permanently employed
11 October 2016	BP	Mathole	EPWP Data Capturer	Engineering Services	11-Oct-2016	30 June 2017	Employee to be permanently employed
31 October 2016	PC	Seyise	Filing Clerk	Community Services	31-Oct-2016	28 February 2017	Employee to be permanently employed

INITIAL APPOINTMENT DATE	I	SURNAM E	POSITION	DEPARTMEN T	CONTRACT START	CONTRACT ENDING	COMMENTS
01 November 2016	L	Maseti	Supervisor/Driver	Community Services	1-Nov-2016	Until the position is filled	Employee to be permanently employed
01 November 2016	ML	Ntileka	General Assistant	Community Services	1-Nov-2016	until the position is filled	Employee to be permanently employed
01 October 2016	M	Mlauli	General Worker	Community Services	1-Oct-2016	Until the position is filled	Employee to be permanently employed. Savings must be identified to fund the post.

The Weighbridge Station Operator post is presently not funded. Savings must be identified by the Budget and Treasury office to fund the post.

2. That the following 2 employees be employed on a FTC concurrent to the Term of Office of the Political Office Bearers.

INITIAL APPOINTMENT DATE	I	SURNAME	POSITION	DEPARTMENT	CONTRACT START	CONTRACT ENDING	COMMENTS
16 August 2016	B	Mlindazwe	Administrative Officer	Office of the MM	1-Nov-2016	Until the position is filled	Employee to be employed on FTC concurrent to Political office bearer term of office
16 August 2016	T	Mhlana	Manager: Office of the Deputy executive	MM Office/Political Office Bearer	1-Nov-2016	until the position is filled	Employee to be employed on FTC concurrent to Political office bearer term of office

3. Employees Currently On Fixed Term Contracts

That the Contracts of the following temporary staff be extended to 31 March 2017 and the vacant positions be advertised internally and be filled by no later than 31 March 2017.

- 1 x Public Participation officer (Funding must be made available from savings)
 1 x Political Advisor (Funding must be made available from savings)
 1 x Moral Regeneration Officer (Funding must be made available from savings)
 1 x Senior Admin Officer (Funding must be made available from savings)
 2 x Refueller / Baggage Handler
 4 x Community Development Workers (Funding must be made available from savings)

INITIAL APPOINTMENT DATE	I	SURNAME	POSITION	DEPARTMENT	CONTR ACT START	CONTRA CT ENDING	COMMENTS
21 November 2016	S	Mussa	Public Participation Officer	MM Office/Political Office Bearer	21-Nov- 2016	28 February 2017	Contract to be extended to 31 March 2017, post must be advertised internally and filled by 31 March 2017
30 November 2016	M	Mana	Political Advisor	MM Office/Political Office Bearer	30-Nov- 2016	28 February 2017	Contract to be extended to 31 March 2017, post must be advertised internally and filled by 31 March 2017
30 November 2016	S W	Hewu	Moral Regeneration Officer	MM Office/Political Office Bearer	30-Nov- 2016	28 February 2017	Contract to be extended to 31 March 2017, post must be advertised internally and filled by 31 March 2017
30 November 2016	D A	Mnwaba	Senior Administrative Officer	MM Office/Political Office Bearer	30-Nov- 2016	28 February 2017	Contract to be extended to 31 March 2017, post must be advertised internally and filled by 31 March 2017
01 December 2016	W	Jordaan	Refueller/Baggag e Handler/Marshall er	Strategic Services	1-Dec- 2016	28 February 2017	Contract to be extended to 31 March 2017, post must be advertised internally and filled by 31 March 2017
01 December 2016	L M	Wiesie	Refueller/Baggag e Handler/Marshall er	Strategic Services	1-Dec- 2016	28 February 2017	Contract to be extended to 31 March 2017, post must be advertised internally and filled by 31 March 2017
07 December 2016	S	Besana	Community Development Worker	MM Office/Political Office Bearer	7-Dec- 2016	28 February 2017	Contract to be extended to 31 March 2017, post must be advertised internally and filled by 31 March 2017

INITIAL APPOINTMENT DATE	I	SURNAME	POSITION	DEPARTMENT	CONTRACT START	CONTRACT ENDING	COMMENTS
07 December 2016	H	Plaatjies	Community Development Worker	MM Office/Political Office Bearer	7-Dec-2016	28 February 2017	Contract to be extended to 31 March 2017, post must be advertised internally and filled by 31 March 2017
07 December 2016	M	Mabeka	Community Development Worker	MM Office/Political Office Bearer	7-Dec-2016	28 February 2017	Contract to be extended to 31 March 2017, post must be advertised internally and filled by 31 March 2017
07 December 2016	N	Mgoqi	Relief Cashier	Financial Services	7-Dec-2016	until the position is filled	Contract to be extended to 31 March 2017, proceed with the interviews to fill vacancy by 31 March 2017
07 December 2016	L	Davids	Community Development Worker	Office of the Municipal Manager	7-Dec-2016	28 February 2017	Contract to be extended to 31 March 2017, proceed with the interviews to fill vacancy by 31 March 2017

4. The following intern's contract to be extended for 3 months with retrospectively with effect from 1 February 2017.

INITIAL APPOINTMENT DATE	I	SURNAME	POSITION	DEPARTMENT	CONTRACT START	CONTRACT ENDING	COMMENTS
01 April 2016	FC	De Villiers	Electrical Assistant (Learner)	Engineering Services	1-Apr-2016	31-Jan-2017	Intern contract for 3 months backdated to 1 February 2017 to 30 April 2017

The vacant post of electrical assistant must be advertised and filled by no later than 30 April 2017.

5. Housing Interns

A Business plan must be drafted by the Chief Housing Officer in consultation with Senior Labour Relations Officer to justify and motivate for the appointment of these interns on fixed term contracts.

INITIAL APPOINTMENT DATE	I	SURNAME	POSITION	DEPARTMENT	CONTRACT START	CONTRACT ENDING	COMMENTS
01 December 2016	R	Jansen	Intern: Housing	Community Services	1-Dec-2016	30 November 2017	Business Plan to be drawn up by Human Settlement officer
01 December 2016	M	Kalipa	Intern: Housing	Community Services	1-Dec-2016	30 November 2017	Business Plan to be drawn up by Human Settlement officer
01 December 2016	N	Qina	Intern: Housing	Community Services	1-Dec-2016	30 November 2017	Business Plan to be drawn up by Human Settlement officer

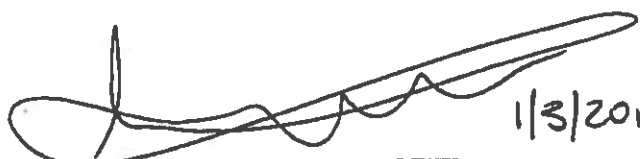
6. The following employee's Fixed Term Contract must be terminated and be reverted back to EPWP post.

INITIAL APPOINTMENT DATE	I	SURNAME	POSITION	DEPARTMENT	CONTRACT START	CONTRACT ENDING	COMMENTS
01 February 2016	A	Carolus	Leaners Law Enforcement Officer	Community Services	1-Feb-2016	until the position is filled	Employee revert back to EPWP post

7. The following employees' fixed term contracts has come to an end and must be issued with termination notices.

INITIAL APPOINTMENT DATE	I	SURNAME	POSITION	DEPARTMENT	CONTRACT START	CONTRACT ENDING	COMMENTS
01 September 2016	EGT	Campher	Legal Officer	Corporate Services	1-Sep-2017	28 February 2017	Employee to be issued with termination letter - contract ending 14 March 2017

INITIAL APPOINTMENT DATE	I	SURNAME	POSITION	DEPARTMENT	CONTRACT START	CONTRACT ENDING	COMMENTS
01 October 2016	AN	Sishuba	Transfer Station Operator	Community Services	1-Oct-2016	Until the position is filled	Employee to be issued with termination letter - contract ending 30 March 2017. Cannot be employed permanently due to the retirement policy of the municipality
15 December 2016	B	Majalisa	General Worker - Piesang Valley	Community Services	15-Dec-2016	until the position is filled	Give 30 day notice of termination of contract - 14 March 2017 - Flepise to revert back to placed position
15 December 2016	MD	Grootboom	Traffic Officer	COMM	13-Dec-2016	28 February 2017	Give 30 day notice of termination of contract - 31 March 2017

 1/3/2017

TM WILDEMAN
SENIOR MANAGER: HUMAN RESOURCES

~~APPROVED / NOT APPROVED~~


TC NDLOVU
MUNICIPAL MANAGER

cc. **Acting Chief Financial Officer**
Budget and Treasury Office

Annexure 17.3



OFFICE OF THE EXECUTIVE MAYOR

15 Aug ust 2016

The Municipal Manager
Mr. Allen Paulse

Dear Mr. Paulse

APPOINTMENTS OF STAFF FOR THE POLITICAL OFFICE-BEARERS

Kindly proceed to urgently facilitate the appointment of staff to the Mayoral Office, in accordance of the Recruitment and Selection policy of Council.

OFFICE OF THE EXECUTIVE MAYOR		
NAME & SURNAME	ID NUMBER	POSITION
Daluxolo Ncame		Manager: Office of the Executive Mayor
Mavis Busakwe		PA (Personal Assistant)
Shadrie Matola		Security officer
Skumbuzo Patrick Grootboom		Security officer
Zingisile Nene		Driver
Mathabo Irene Ntshoko		Filing clerk
Thandokazi Siphungu		Administrative clerk
Bandile Mlindazwe		Bodyguard/Driver
Nozulu Eunice Nontsha		Beverage/ Cleaning
Zingiswa Buyepi		Beverage/ Cleaning

OFFICE OF THE DEPUTY MAYOR		
Thembele Mhlana		Manager: Office of the Deputy Mayor
Anja Windvogel		PA (Personal Assistant)

In addition to these appointments, the secondment of the following Bitou staff members are also sought:

Sithembile Mqongwana, ID: [REDACTED] Staff number: [REDACTED] to the Office of the Executive Mayor as Bodyguard/Driver and Marius Jafta, ID: [REDACTED], staff number: [REDACTED] as interim PA to the Office of the Speaker.

These appointments are done to bring proper capacity for the offices of the political office-bearers to fulfill their mandate effectively and efficiently.

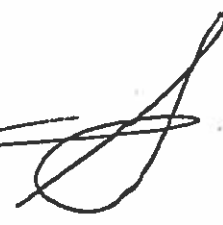
I trust you will find this in good order?

Kindly revert to the author for any clarity regarding this correspondence.

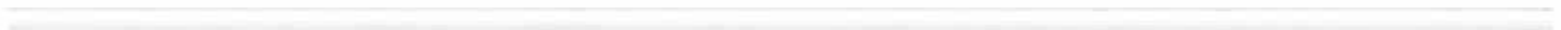
Thanking you in advance.

Warm regards


PETER LOBESE (COUNCILLOR)
EXECUTIVE MAYOR

Approved by MM. A.A. Panise 
17 August 2016

Annexure 17.4





Memorandum: Human Resources Section

TO: MANAGER: EXPENDITURE
FROM: MANAGER: HR ADMINISTRATION
DATE: 19 AUGUST 2016
RE: TEMPORARY APPOINTMENTS: - OFFICE OF THE POLITICAL OFFICE BEARERS

Attached memorandum, dated 15/08/2016, has reference;

The following employees is appointed in a TEMPORARY CAPACITY;

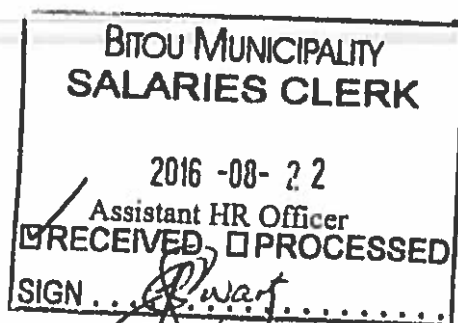
Department: Office of the Municipal Manager
Division: Office of the Political Office Bearers

ACTIONING:

1. That the following employees be appointed in a temporary capacity for the period 16 AUGUST 2016 UNTIL 31 OCTOBER 2016;

Employee	Position	Remuneration	Starting Date
Daluxolo Ncame	Manager: Office of the Executive Mayor	T14 (R 321 753.56 per annum)	16/08/2016
Mavis Busakwe	PA (Personal Assistant)	T9 (R 161 749.62 per annum)	16/08/2016
Shadrie Matola	Security Officer	T5 (R 89 409.13 per annum)	16/08/2016
Skumbuzo Grootboom	Security Officer	T5 (R 89 409.13 per annum)	16/08/2016
Zingisile Nene	Driver	T6 (R 105 540.87 per annum)	16/08/2016
Mathabolelrene Ntshoko	Filing Clerk	T6 (R 105 540.87 per annum)	16/08/2016
Thandokazi Siphungu	Administrative Officer	T6 (R 105 540.87 per annum)	16/08/2016
Bandile Mlindazwe	Senior Administration Officer	T12 (R 253 820.63 per annum)	16/08/2016
Nonzulu E Nontsha	Beverage Lady/Cleaner	T3 (R 79 411.23 per annum)	16/08/2016
Zingiswa Buyepi	Beverage Lady/Cleaner	T3 (R 79 411.23 per annum)	16/08/2016
Thembela Mhlana	Manager: Office of the Deputy Mayor	T14 (R 321 753.56 per annum)	16/08/2016
Anja AV Windvogel	PA (Personal Assistant)	T7 (R 127 598.11 per annum)	16/08/2016

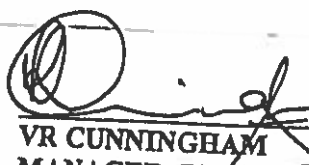
Henry van Rooyen



2016/08/15

And also the following allowances must be paid;

Employee	Position	DATA ALLOWANCE	CELL PHONE
Daluxolo Ncane	Manager: Office of the Executive Mayor	R 250.00	R 1 500.00
Mavis Busakwe	PA (Personal Assistant)	N/A	R 660.00
Bandile Mlindazwe	Senior Administration Officer	R 250.00	R 1500.00
Thembele Mhlana	Manager: Office of the Deputy Mayor	R 250.00	R 1 000.00
Anja AV Windvogel	PA (Personal Assistant)	N/A	R 660.00

 19/08/2016
 VR CUNNINGHAM
 MANAGER: HR ADMINISTRATION

N MAREDI
 MANAGER: EXPENDITURE

Henry van Rooyen

Assistant HR Officer

2016/08/15

Annexure 17.5



GEREGISTREERDE WOON- EN POSADRES

1. Bewoosde en/of posadres van u GEREGETREERDE WOON- EN POSADRES.

2. Indien u besluit verander het, of indien besonderhede van u huidige adres, byvoorbeeld, straatnommer, ens. verander het, moet u die GEREGETREERDE WOON- EN POSADRES VAN ADRESVERANDERING, wat in die aktiewe, aktiewe of inaktiewe dokument is, geteken word om die verandering aan te meld. Hierdie dokument word by die departement van BINNESEKASSE.

REGISTERED RESIDENTIAL AND POSTAL ADDRESS

1. Where you and/or your REGISTERED RESIDENTIAL AND POSTAL ADDRESS.

2. If you have changed your address, or if particulars of your present address, e.g. name of street and/or street number, etc., have been changed, a NOTICE OF CHANGE OF ADDRESS form in the pocket at the back of the document must be used to report the change. This form must be handed in at or posted to the nearest registration office in the DEPARTMENT OF HOME AFFAIRS.

I.D. No.



S.A. BURGER/S.A. CITIZEN

VANSLIPNAAM

BUSAKWE

VOORNAAM/FORENAME

MAYIS

**DISCOUNTED/STRIK OF CANCEL
DISTRICT OR COUNTRY OF SOUTH**

SOUTH AFRICA

GENESKIEDING

GENESKIEDING



**DEURLIGTOEK
DATE ISSUED**

2007-07-13

**OFFICIAL OF HOME AFFAIRS
DIRECTOR GENERAL
DEPARTMENT OF HOME AFFAIRS**

**ISSUED BY AUTHORITY OF THE
DEPARTMENT OF HOME AFFAIRS
JHB 001/0000000000**

CURRICULUM VITAE OF MAVIS BUSAKWE

PERSONAL DETAILS

Surname: Busakwe
First Name: Mavis
Date of birth : [REDACTED]
Identity : [REDACTED]
Gender : Female
Marital status: Single
Nationality: South Africa
Criminal record: None
State of health: Excellent
Home language : IsiXhosa
Other languages : English and Afrikaans

CONTACT DETAILS

Residential Address: [REDACTED]

Contact number: [REDACTED]

EDUCATION QUALIFICATIONS

Highest grade passed: Grade 12

EMPLOYMENT HISTORY

Name of company: Robberg seafood
Position held : Quality controller
Duration : 1994-2003
Reference : Mr R.Kitsana [REDACTED]

Name of company: Whalesong Hotel
Position held : Supervisor
Duration : 2003-2009
Reference : Mrs K. Namntu [REDACTED]

South African
Certification Council



Suid-Afrikaanse
Sertifiseringsraad

SENIOR CERTIFICATE SENIOR SERTIFIKAAT

Awarded to / Toegeken aan

PHINDISWA MAVIS BUSAKWE

Identity number



Identiteitsnommer

Subjects passed / Vakke geslaag

Xhosa : First Language / Eerste Taal	SG	E	40%-49%	Nov 89
Afrikaans : Second Language / Tweede Taal	HG	D	50%-59%	MAY 91
English : Second Language / Engels : Tweede Taal	HG	E	40%-49%	MAY 91
Introduction to Criminology and Ethnology	SG	C	60%-69%	MAY 95
Biblical Studies / Bybelkunde	SG	E	40%-49%	Nov 89
Aggregate / Groototaal		S	720-949	

ENDORSEMENT
None

ENDOSSEMENT
Geen

With effect from

JUNE/JUNIE 1995

Met ingang van

Executive Officer

F. Bality

Uitvoerende Beampte

This certificate is issued without alteration or erasure of any kind.

Hierdie sertifikaat word uitgereik sonder wending of uitwissing van enige oer



971 2190 0805 J

Annexure 17.6



10

11

12

13

14

Venus Cunningham

From: Venus Cunningham
Sent: Friday, August 18, 2017 1:39 PM
To: Tanya Wildeman; Henry van Rooyen
Cc: Thabo C. Ndlovu; Vuyokazi Mbelani
Subject: RE: instructions on temporal appointment for a period of three (3) months

Good Day Tanya

I acknowledge receipt of your mail below and take cognizance of the content of it.

Please take note of the following challenges that I have based on the content the below mails;

- 1.) Movement and placement, as instructed by MM as per Troika resolution, of Yedwa Mayila from Office of the Mayor to Strategic Planning Department as Assistant LED for a period of three months with effect from 1 September 2017. :- Please note that the Structure for the said section only makes provision for one Assistant LED Officer position of which this post is filled by Alecia Brettenny. The only vacant position is that of LED Officer on T11.
- 2.) Nkentsha – OHS replacing Martin who is being seconded to the airport:- We will be prepare the secondment letter of Mr. Nkentsha, Please note that HR was previously informed and were given instruction pertaining to the secondment of Mr. Nkentsha in the post of Principle Clerk: Occupational Health and Safety with effect from 16 September 2016 until the post of Snr Manager HR was filled. You were reinstated as from 01 November 2016 and according to that instruction Mr. Nkentsha was supposed to revert back to his position of General Worker; Water & Waste Water Reticulation. He in fact never reverted back to his position and are still receiving remuneration on T7 event though HR has instructed on our instruction to salaries section that he must receive the salary until such time that the Snr Manager HR post is filled. I need to allude you to the fact that there are no formal instructions given to us after you have been reinstated that he will remain in HR in the post of Principle Clerk:- OHS and that he must continue receiving the salary of Principle Clerk: OHS, this will result in us getting an audit query.
- 3.) Mr. Nqashosho:- Mr. Nqashosho previously worked at Bitou Municipality on a temporary basis and was permanently placed in the post of General Worker at Waste Management. He had a history of absenteeism and was eventually dismissed from the services of the Municipality due to abscondment.

Please note that we will proceed to draft the Contracts of Employment of Mr. Marin and the other people as mentioned in your mail.

Regards

Venus Cunningham
Manager: Human Resources Administration
Tell: 044 – 501 3082
Fax2Mail: 086 532 7026
E-mail: vcunningham@plett.gov.za

From: Tanya Wildeman
Sent: Friday, August 18, 2017 10:56 AM
To: Venus Cunningham <vcunningham@plett.gov.za>; Henry van Rooyen <hvanrooyen@plett.gov.za>
Cc: Thabo C. Ndlovu <tnlovu@plett.gov.za>; Vuyokazi Mbelani <vmbelani@plett.gov.za>
Subject: FW: instructions on temporal appointment for a period of three (3) months

HR Admin Colleagues

The below instruction as received from the Head : Corporate Services refers. Can you please ensure that you proceed with finalizing it administratively (preparing necessary documents) by 13.00 today. The Curriculum Vitae is with the HoD.

Thanks

Tanya

From: Vuyokazi Mbelani

Sent: Wednesday, August 16, 2017 10:50 PM

To: Tanya Wildeman <twildeman@plett.gov.za>

Cc: Thabo C. Ndlovu <tndlovu@plett.gov.za>; [REDACTED]@gmail.com; vuyokazimbelani <vuyokazimbelani@gmail.com>

Subject: FW: instructions on temporal appointment for a period of three (3) months

Dear Tanya

Additional to the instruction below, I left out the following:

1. Movement and placement, as instructed by MM as per Troika resolution, of Yedwa Mayila from Office of the Mayor to Strategic Planning Department as Assistant LED for a period of three months with effect from 1 September 2017.
2. Movement of Wendoll Martins from OHS to the Airport also with effect from 1st September 2017.

Could you please ask Venus for the details of the dismissal of the gentleman that Troika instructed should be employed temporarily in the vacant position GA at Admin at CS.

The temporal appointments for the three gentlemen below are also with effect from 1st September 2017.

Regards

Vuyo

From: Vuyokazi Mbelani

Sent: Wednesday, August 16, 2017 3:08 PM

To: Tanya Wildeman <twildeman@plett.gov.za>

Cc: Thabo C. Ndlovu <tndlovu@plett.gov.za>

Subject: instructions on temporal appointment for a period of three (3) months

Dear Tanya

I am in receipt of the instructions to employ the following on temporal basis, details of which are below:

1. Assistant Electrician – Vusumzi Cagwe
2. Ass HR Officer - Wonke Mpemnyama;
3. Nketsha – OHS replacing Martin who is being seconded to the airport

I have raised a number of questions w.r.t. future of the Ass HR Officer given the work study project. Will you also provide me with the job description for the position.

Head: Corporate Services

Bitou Local Municipality

Tel: 044 501 3060

Cell: [REDACTED]