



**POLICY ON APPOINTMENTS AND SELECTION PROCESS FOR THE MINISTRY OF
YOUTH AND SPORTS**

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1. POLICY OBJECTIVE

1.

The purpose of this policy is to provide guidelines for:

- 1.1 advertisement of vacancies and selection process of the Ministry of Youth and Sports.
- 1.2 active recruitment.
- 1.3 transfer requests.
- 1.4 retention of staff.
- 1.5 job rotation.

2. BACKGROUND

- 2.1 The recruitment and selection of Ministry employees must be in accordance with the open merit principle and criteria set out in the Civil Service Open Merit Recruitment and Selection guidelines and directed towards attracting and retaining a diverse and skilled workforce, drawn from Government and non-government sectors.
- 2.2 Recruitment and selection occurs within the context of broader workforce planning with the Permanent Secretary (PS) with the Minister responsible for determining what staffing resources and capabilities are required to achieve the Ministry's delivery goals. This may include reviewing current and future capability requirements within the funding available for personnel.

3. RELEVANT LEGISLATION

- 2013 Constitution of the Republic of Fiji
- Open Merit Recruitment and Selection Policy – 2016
- Job Evaluation Guidelines - 2017
- PSC Act and Regulations – 1999
- General Orders (GO)

4.0 PROCEDURES

- 4.1 Unless otherwise stated, this guideline applies to all vacant positions available within the Ministry.
- 4.2 Job evaluation
A job evaluation for the purpose of determining the work value and applicable classification level will be undertaken in line with the Job Evaluation Guidelines.
- 4.3.1 Vacancy advertisement and exemptions from advertising
- 4.3.2 Attracting and retaining a diverse and skilled workforce is generally best supported by advertising vacancies on the open market. As such, in line clause 3.0 of the Open Merit Recruitment and Selection Guideline all vacancies must be advertised in a way that maximises the pool of quality applicants covering the widest publicity through written advertisement in the papers and in terms of remote areas through posters, word of mouth and notices.
- 4.3.3 The minimum requirement is that positions are advertised for a period of 14 working days in the Fiji Sun and the Ministry's website.
- 4.3.4 An internal advertisements shall be issued for any acting position.
- 4.3.5 Late applications will not be accepted.

- 4.3.6 The following minimum information must be provided when a vacancy is advertised:
- a) a description of the duties to be undertaken and the key performance indicators of the position against the competencies of the applicants' will be assessed;
 - b) any minimum qualifications or conditions including, if the Permanent Secretary has designated a role as an identified role, the mandatory attribute(s) applicants must possess to be eligible for appointment;
 - c) the location and duration of the appointment (e.g. permanent, temporary etc);
 - d) information on classification and/or salary range;
 - e) the closing date of application;
 - f) address to which the application must be sent;
 - g) requirements for the application i.e. two page covering letter, MYS' application form and curriculum vitae.

4.3.6 Vacancies are not required to be advertised externally where they are:

- a) to be filled for a period of less than one (1) month;
- b) to be filled via transfer, redeployment or secondment;
- c) to be filled using an order of merit for a recurring vacancy;
- d) for an acting appointment;
- e) for a casual role.

5. MERIT ASSESSMENT AND RECOMMENDATIONS

5.1 Merit assessment must occur irrespective of whether a vacancy is advertised or not. The selection panel appointed by the PS is responsible for determining the activities required to assess merit.

5.2 Assessment processes for advertised vacancies must:

- 5.2.1 incorporate selection techniques that enable a sufficiently comprehensive assessment of the applicants' merit within the current context and duties of the role;
- 5.2.2 take into consideration all merit information before the selection panel, rather than focusing on one aspect of the assessment process (e.g. interview performance); incorporate referee checks;
- 5.2.3 measure the relative merit of each applicant; and
- 5.2.4 be consistent with the principles of employment equity and anti-discrimination.

5.3 Selection decisions for vacancies must be clearly documented and able to be independently reviewed, including a statement explaining the basis on which the panel has concluded that the recommended appointee is the most meritorious (i.e. has demonstrated superior merit against the key attributes of the role as compared to the other applicants).

5.4 The PS must determine the documentation required for selection decisions for vacancies advertised internally, having regard to the nature and duration of the vacancy.

5.5 If the selection panel recommends an order of merit, a comparative statement clearly describing the specific reasons why each recommended applicant is considered to be more meritorious than the next in the order of merit, must be provided.

5.6 In approving an appointment, the PS and Minister must be satisfied the proposed appointee is the most meritorious and the selection process complies with the Open Merit Recruitment and Selection guideline.

5.7 Selection decisions and notification of outcomes must take place in a timely manner. To facilitate this, panels should be formed and selection strategies determined prior or concurrent to advertising.

5.8 A vacancy advertisement will lapse if no appointment is made within six (6) months of the closing date of the vacancy.

6. SMALL APPLICANT POOL

6.1 Where there is no applicant, the post must be re-advertised.

6.2 In terms of a lone candidate applying for a position which has been advertised, the selection panel should recommend to the PS and Minister whether to re-advertise the position if it thinks that the candidate is unsuitable or to continue with the process, if the candidate fulfils the criteria for selection.

6.3 Similarly, for an applicant pool of less than three (3) short-listed candidates, the selection panel may recommend to the PS and Minister whether to continue with the process if there is a realistic opportunity to recommend an appointable candidate (scoring more than 70%) or to re-advertise.

6.4 In relation to any post advertised, potential candidates may be approached to alert them to the post being advertised but no commitment in terms of appointment may be given.

6.5 As the selection panel recommends a candidate for appointment, the PS and the Minister may accept the recommendation or not.

7. REFEREE CHECKS

7.1 Referee check offers the opportunity to gain further information to assist in the panel's assessment of applicants and/or to validate the panel's assessment.

7.2 Referee checks relating to an applicant's work behaviour and performance (including seeking the referee's knowledge about past performance assessments and past serious disciplinary action) must be conducted. The panel is responsible for determining when, during the selection process, referee checking is to be conducted.

7.3 At a minimum, three (3) referee checks must be conducted in relation to the applicant(s) recommended for appointment and (where applicable) on an order of merit. Referee checking for other applicants is at the discretion of the panel.

7.4 Unless there are extenuating circumstances, at least one (1) referee must have thorough knowledge of the applicant's conduct and performance within the previous two (2) years. Where an applicant is a current or previous civil service employee, the panel should give particular consideration to requesting the applicant nominate a referee who can report on their civil service employment.

7.5 Referees must provide an honest account of an applicant's performance and workplace conduct relevant to the role. For referees who are existing civil service employees, the omission of relevant information or the provision of untruthful information by a referee to the referee's own agency or to another agency may result in a discipline process being recommended to the relevant PS or head of agency.

7.6 Where a selection panel believes there are referees other than those nominated by the applicants who hold information relevant to the selection decision, the selection panel may contact the applicant for additional referees. Where an applicant declines, the panel must make its recommendation on the information before it.

8. DEALING WITH ADVERSE INFORMATION AFFECTING THE SELECTION RECOMMENDATION

8.1 The selection panel is responsible for assessing the relative merit of applicants based on the information available to it. In some instances, this may include adverse information, as a result of a referee check or through panel members' pre-existing knowledge of an applicant.

8.2 Where adverse information is taken into account by the panel such that it adversely affects the proposed selection outcome (recommendation/s for appointment), the information must be put to the applicant for response. Any response from the applicant must be documented and considered by the panel ahead of making their final recommendation.

9. TRANSFER REQUESTS

9.1 A staff member may make a request for a transfer to a vacant position providing a motivation for such transfer e.g. to be closer to family.

9.2 On receipt of such an application, the PS will consult both the head of sections affected by such a request.

9.3 Should the transfer be approved, the resulting vacancy will be advertised in the normal way.

9.4 At no time, however, shall a transfer be approved for a staff member who is under-performing or under a performance improvement plan.

10. RETENTION

10.1 Where a staff member indicates his/her decision to resign in order to take up a post with better terms and conditions, the PS and Minister may offer an increase or, if possible, match the terms and conditions of the new post.

10.2 This situation may only be considered where the staff member is regarded as integral to the success of a particular project or to the operations of the Ministry.

11. JOB ROTATION

11.1 The PS may approve the request of a head of section to re-allocate duties between two staff members.

11.2 This will only be considered for operational reasons including risk management and meeting better the qualifications of the staff member/s.

11.3 This will not be approved if a staff member is under-performing or under a performance improvement plan.

12. REPORTING

The PS is required to provide report on the implementation of this directive as and when requested by the Civil Service Reform Management Unit.

13. DEFINITIONS

13.1 Unless otherwise provided, the definitions contained in the Civil Service Open Merit Recruitment and Selection Guideline apply.

13.2 Appoint means to employ a civil service officer, general employee or temporary employee covered by this policy.

13.3 An entry-level job is a job that is normally designed or designated for recent graduates of a given discipline, and does not require prior experience in the field or profession. These may require some on-site training.

- 13.4 Minimum qualification means a qualification that is essential for the applicant to hold in order to comply with an industrial instrument or to satisfy legal, accreditation or registration requirements or where a chief executive determination has been made.
- 13.5 The PS may make a determination in relation to any role within the Ministry, provided that before making a determination (and where applicable) the PS consults with any agencies that have roles identical or substantially similar to that proposed to have mandatory qualifications attached and with the Civil Service.
- 13.6 A recurring vacancy means a vacancy that is:
- a) identical to the original vacancy in terms of title, remuneration, classification level and role description, provided the appointment is made within 12 months of the closing date of the original vacancy.
 - b) a similar vacancy provided that the classification level, remuneration and key capabilities are the same as the original vacancy and the role requirements are similar and the advertisement included a note that applications may be used to appoint to similar vacancies for a specified period up to 12 months after the closing date of the initial vacancy.
- 13.7 In applying the recurring vacancy provision, a temporary appointment may be made from a vacancy advertised as permanent however a permanent appointment cannot be made from a vacancy advertised as temporary.
- 13.8 Selection panel means the person or persons responsible for conducting the assessment of applicants and making a recommendation about appointment to the Permanent Secretary.

This policy shall be bound by the relevant legislations and authorities

EFFECTIVE DATE2017

REVIEW DATE 2018

RECOMMENDED BY PERMANENT SECRETARY

Name: Alison Burchell

Signature: 

Date: 4/10/2017

ENDORSED BY THE MINISTER FOR YOUTH AND SPORTS

Name: Hon Laisenia Tuitubou

Signature : 

Date : 24/10/2017