



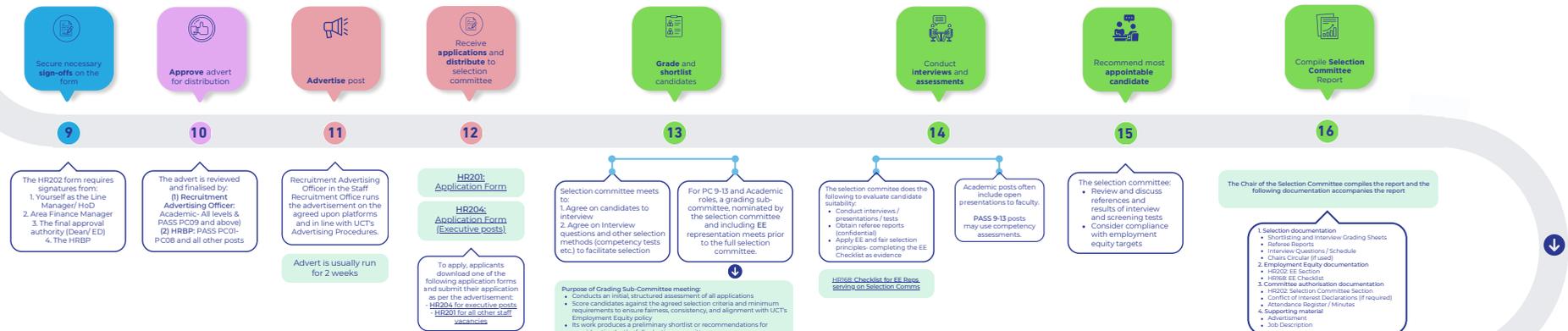
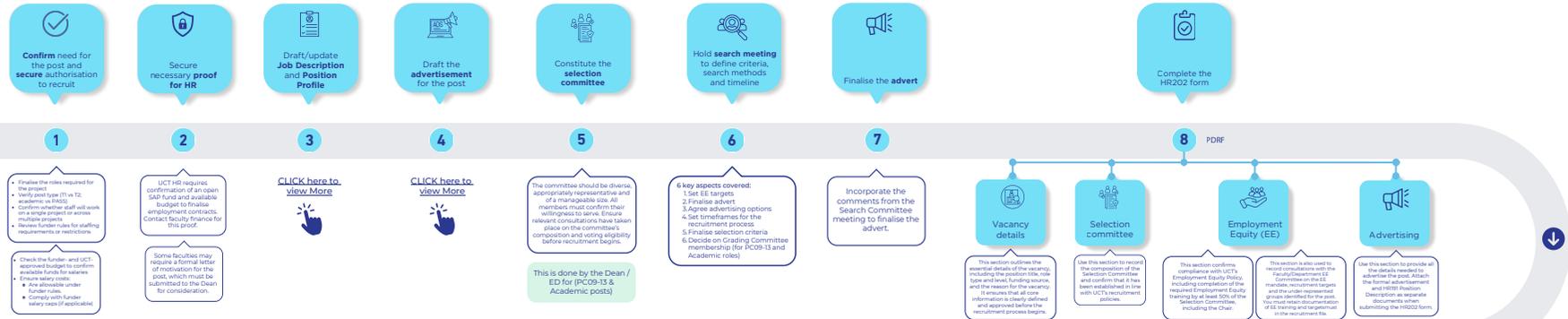
Recruitment Process

Use this process flow to guide you through the recruitment and appointment process at UCT. It outlines the key steps, responsibilities and approvals required when recruiting staff for research or operational roles.

Tips and Reminders:

- Begin the recruitment process early AS approvals and appointments at UCT can take time.
- Work closely with your Faculty HR Business Partner ("HRBP") and Faculty Finance throughout the process.
- Ensure all positions are included in the UCT- and funder-approved budget before advertising.
- Obtain funder approval before recruiting for any new positions not in the approved budget.
- The HRBP can assist with developing or adapting position descriptions and confirming conditions of service.
- Confirm with Faculty Finance that an open SAP fund and sufficient budget are available before an employment contract is issued.

- Line Manager/ HoD
- HR
- Selection Committee
- Final Authority / Approval
- Candidate





Recruitment Process

Detailed notes on the drafting of the required Recruitment Documentation

- Line Manager/ HoD
- HR
- Selection Committee
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- Candidate



Draft/update
Job Description
and **Position**
Profile



Draft the
advertisement
for the post

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Complete the HR191 Position Description Form. Consult you HRBP for grading and advertising guidance. Click here for a list of HRBPs and their contact details.

Appointments at UCT are normally made after advertisement (either public advertisement or internal advertisement). It is your responsibility to prepare the advertisement

HR191: Position description

Advertisement templates are available on request.
[email advertising@uct.ac.za](mailto:advertising@uct.ac.za)

The position description must be signed by (1) Yourself as the Line Manager (2) The Dean/ED and (3) Your HRBP

In some instances, as outlined in the Waiver of Advertisement Policy appointments can be made without an advertisement. In these instances an HR203 form must be completed to request a waiver.

If the post requires formal grading you will also need to complete an HR192: Position evaluation application form to request this

HR192: Position evaluation application form

A Waiver of Advertisement may be approved in the following situations:

- The incumbent is being considered for a contract longer than two years or for conversion to a permanent appointment.
- The position was recently advertised (within the last three months) and a suitably qualified candidate was identified through that process.
- A candidate with scarce or highly specialised skills has been identified for the role.
- The appointment is linked to external funding that specifies a particular individual (e.g., a named investigator or specialist on a research-funded project).
- An equity candidate has been identified for an accelerated transformation or three-year

Employment Equity post.

- The Vice-Chancellor has motivated for a strategic appointment under specific terms and conditions.

HR203: Request for waiver of advertisement