



Kathryn Johnson <kathryn@saha.org.za>

RE: PAIA request - SAHA ref: SAH-2013-COT-00002

1 message

Riana Zaayman <RianaZ@tshwane.gov.za>

Thu, Oct 31, 2013 at 2:26 AM

To: Kathryn Johnson <kathryn@saha.org.za>

Cc: Senkhu Maimane <senkhu@saha.org.za>, "Phillip M. Ratsiane" <PhillipR@tshwane.gov.za>, FOIP <foip@saha.org.za>



Good morning:

- Can we assume that all positions that are on this sheet were advertised, and that there are no positions that were vacant but not advertised?

The relevant departments request the Section Recruitment to advertise the relevant positions according to the available budget and the identified priority in the departments. Not all vacancies in the Departments are budgeted for. The CoT when through a few structural changes and mergers in the last 5 years, where additional positions were created on the organisational structure. Departments need to prioritise the funds allocated to vacant positions and request the advertisement of the funded positions. I therefore assume that there were unfunded positions that were not advertised. It would be difficult to identified such positions in the last 5 years, due to the frequent change in the organisational structure. Most of the positions advertised are as a result of natural attrition. Our current vacancy rate is 37% due to the new regional structure. Of these positions only 4 % is funded at this stage and in process of filling.

- Also, can we assume that the only positions that weren't filled after advertising were the ones marked 're-adv'?

There are various reasons why positions are not filled. Positions indicated as "re-advertised" were advertised in later advertisements. Departments withdrew some of the positions advertised when the funding were utilised to fill other more critical unfunded positions. These positions are marked as "not to be filled". After re-structuring, some of the positions advertisement were not available on the new structures and could not be filled (marked as "not on structure"). After mergers, current employees are placed in current positions on the structure and it could happen that employees are placed in an already advertised positions. These positions are marked as "placements" In positions marked as disputes/grievances are handled according to the outcomes of the dispute/grievance procedure and when not filled these positions are normally re-advertised in later advertisements

- Also, do you have a budget allocated to each position - or perhaps per year within for the period 2008 to 2013:

Only funded positions can be filled. I am busy calculating the budget allocated to all the advertised positions filled to give an indications on the allocated budget. This is the information that I promised to send as soon as possible.

- Finally, can we assume that there are no overarching timeframes for the recruitment and selection procedures/policy?

According to the Policy, positions need to be filled within 3 months after the placement of the advertisement of the vacancy. Due to the high vacancy rate and the few people in our Section, some positions are not filled in the mentioned time frame. We are however in the process to appoint additional Recruitment Officers to increase the capacity in the Section.

Regards

Riana Zaayman
Senior Human Resource Acquisition Specialist (Recruitment)



Corporate and Shared Services | Room 820 | Bothongo Plaza East | 285 Frances Baard Street |
Pretoria PO Box 440 | Pretoria | 0001 | www.tshwane.gov.za

Tel: 012 358 4363 | Fax: 0862150509 | Email: rianaz@tshwane.gov.za

From: Kathryn Johnson [mailto:kathryn@saha.org.za]
Sent: 30 October 2013 07:29 PM
To: Riana Zaayman
Cc: Senkhu Maimane; Phillip M. Ratsiane; FOIP
Subject: PAIA request - SAHA ref: SAH-2013-COT-00002

Dear Riana

Thank you very much for this release of records in response to your request.

We have had a quick look over the material provided, and it is very comprehensive, and we really appreciate your work on this.

We just have a few questions in order to make sure we have everything we requested/needed:

- Can we assume that all positions that are on this sheet were advertised, and that there are no positions that were vacant but not advertised?
- Also, can we assume that the only positions that weren't filled after advertising were the ones marked 're-adv'?
- Also, do you have a budget allocated to each position - or perhaps per year within for the period 2008 to 2013:
- Finally, can we assume that there are no overarching timeframes for the recruitment and selection procedures/policy?

Thank you once again for your assistance in finalising this request, Kathryn

On Mon, Oct 28, 2013 at 8:56 AM, Riana Zaayman <RianaZ@tshwane.gov.za> wrote:

Good morning

Attach the information regarding the vacancies and recruitment actions from January 2009 to date as requested.

Attach the current approved Staffing Policy. The timeframe for the filling of positions is indicated in 4.1.8

Regards

Riana Zaayman
Senior Human Resource Acquisition Specialist (Recruitment)



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Tel: 012 358 4363 | Fax: 0862150509 | Email: rianaz@tshwane.gov.za

From: Senkhu Maimane [<mailto:senkhu@saha.org.za>]
Sent: 24 October 2013 04:56 PM
To: Riana Zaayman; Jason Ngobeni
Cc: FOIP
Subject: Promotion of Access to Information Act request - SAHA ref: SAH-2013-COT-00002

Dear Mrs Riana Zaaymin

Our telephone conversation earlier today refers. I just wanted to confirm the following details in our conversation:

1. You called to clarify some aspects of the internal appeal submitted by SAHA to the Municipality. I explained the rationale of the requests and shared a bit on the Promotion of Access to Information Act (PAIA).
2. You advised that you only had records relating to certain section of our internal appeal, and that you would send them on 20131025 via email to foip@saha.org.za.
3. You advised that you needed more time to gather the remaining records, and we agreed on a further two weeks (20131107) on outstanding records.

I hope you find the above in order. Please do not hesitate to contact SAHA should you need further clarity on this or any other PAIA request lodged.

Again thank you for the call.

Regards, Senkhu

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Senkhu Maimane

Freedom of Information Programme (FOIP)

SOUTH AFRICAN HISTORY ARCHIVE (SAHA)

Tel: +2711 718 2563
Fax: +2786 649 149
Email: foip@saha.org.za

Web: www.foip.saha.org.za
Twitter: [@sahanews](https://twitter.com/sahanews)

http://www.tshwane.gov.za/Pages/Email_disclaimer.aspx

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Freedom of Information Programme (FOIP)
South African History Archive (SAHA)
<http://foip.saha.org.za>

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Kathryn Johnson
Freedom of Information Programme (FOIP)
SOUTH AFRICAN HISTORY ARCHIVE (SAHA)

Tel: +2711 718 2563
Fax: +2786 649 149
Email: foip@saha.gov.za

Web: www.foip.saha.org.za
Twitter: [@sahanews](https://twitter.com/sahanews)

http://www.tshwane.gov.za/Pages/Email_disclaimer.aspx

