

Waiver of Advertisement Policy

(WoAP)

Who is it applicable to?

Applicable to

- New permanent appointments
- New contract appointments > 2 years
- Change in appointment contract to permanent



Not applicable to

New contract appointments ≤ 2

Job exposure contracts e.g.Internships/ Learnerships

When can we apply it?





he incumbent is being considered for a contract beyond 2 years **or** conversion to



A process was recently concluded and a suitably qualified candidate/s was identified



A person has been identified with scarce skills for a highly specialised



External funding is linked to the appointment of a specialist in a



Funding for an accelerated transformation or 3 year Employment Equity post has been granted.



The Vice-Chancellor has motivated for a strategic appointment

Based on what principles?

 Has a proven track record in a contract post;
 Permanent post must be same/similar to current contract post;
 Must have undergone a recruitment and selection process in the first

the last 3 months
where no appointmen
was made or more
candidates were
found suitable.

Advertising would no yield a better candidate

to named investigator or specialist with expertise in a particular field

Funding is for an
Equity candidate and
approval of funding is
administrated by a
small committee

Motivation must be supported by Standing Review Committee.

How does the process work?



HRBP informed and consulted on process

Motivation drafted and approval sought from Dean/ED

Transformation

Committee

consulted

HRBP checks for ER risk and submits documents to relevant delegated authority for approval

If approved,
Selection
Committee
convenes, conside
motivation
and makes

FINISH

Recommendation for appointment submitted to relevant delegated



Shortcut to form and related policies (click below)

Waiver of Advertisement Policy
Recruitment Policies
Policy on Fixed-Term

Policy on Fixed-Term employment contracts Employment Equity Policy





For any queries related to this document

