



PERFORMING ARTS NETWORK OF SOUTH AFRICA

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Registered Non Profit Organisation: 019-469-NPO  
PBO no: 930017636 PAYE no: 7550756755

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## RECRUITMENT POLICY

This document contains the policies and procedures governing recruitment for the Performing Arts Network South Africa (PANS A).

### PURPOSE & SCOPE

PANS A seeks to recruit, employ, develop and retain the most skilled and talent workforce possible. It is intended that this policy outlines conditions and methods of recruitment. All appointments must be approved by the PANS A steering committee. In extreme circumstances, the steering committee may act outside of this policy.

### RECRUITMENT GUIDELINES

PANS A will follow the following guidelines when employing staff:

- PANS A will provide equal employment opportunity without regard to race, color, age, religion, sex, sexual orientation, national origin, marital status, changes in marital status, pregnancy, parenthood, physical or mental disability, unless such disability directly impacts on the applicant's ability to complete tasks.
- PANS A intends that all matters related to recruiting, hiring, training, compensation, benefits, promotions, transfers, terminations, layoffs and recalls are free of unlawful discriminatory practices.
- PANS A follows the government's affirmative action requirements. PANS A therefore encourages employment applications from and makes special efforts to recruit HDIs.
- All positions shall be filled on the basis of merit as demonstrated by the individual's qualifications, abilities and past work performance, as appropriate, and at the decision of PANS A's steering committee.
- Falsifying information on an employment application is an act of dishonesty. Current employees who falsify information during the recruitment and selection process will be subject to appropriate discipline. Falsification of information during the selection process is grounds for disqualification.

### PROCEDURE

- When a vacancy arises, PANS A will follow these procedures:
- The Steering Committee will compile a job description, including salary range
- The job will first be advertised within PANS A membership
- Should a suitable candidate not be found, the call will be extended to public forums
- A selection committee of at least three steering committee members will make selections, based either on the qualifications and experience of applicants, or interviews, as the committee sees fit
- Once the selection has been made, staff will be contracted as appropriate
- All full time employees will undergo a trial period

#### National Steering Committee

Erica Glyn-Jones (Chairperson) • Themis Venturas (General Secretary) • Willie Reetsang (Deputy Chairperson)  
Kajal Bagwandeem (Treasurer) • Illa Thompson • Frans Sema • Karen Jaynes • Goitseman Pholo • Deon Lotz



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## **EXCEPTION**

- In exceptional cases where a particular candidate for a position who is ideal, then a motivation to the National Steering committee can be made detailing:
  - a. The position
  - b. The candidate and their experience
  - c. Reasons for appointing them directly
- On confirmation by the NSC the candidate may be appointed directly

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