



TITLE	RECRUITMENT AND SELECTION POLICY
POLICY NUMBER	
RECOMMENDED BY	
APPROVED BY	
REVIEWED BY	
REVIEWS AND APPROVALS	

1. PREAMBLE

In its pursuit of producing globally acceptable and competent graduates grounded in agricultural, entrepreneurial and technological skills through excellence in teaching, research and extension services, innovation and industrialisation, Marondera University of Agricultural Sciences and Technology (MUAST) recruitment and selection must be done in a seamless manner to ensure that the University adheres to anti-corruption circulars, policies and measures as directed to the attention of the University by other agencies of the State. The policy shall also abide to the growth, prosperity and inclusive development of the country in promoting good governance buttressed by transparency, accountability, integrity and rule of law. This policy also acknowledges the responsibility to lead by example in the fight against corruption and to ethically render services with integrity.

2. OBJECTIVES OF THE POLICY

The purpose of this policy is to recruit the best person for each position, ensuring compliance with respective employment legislation and organisational values. The policy defines the objectives to be met in the implementation of Recruitment and Selection which are aimed at attracting competent individuals to fill a position with the most suitable applicant. Candidates are selected for appointment according to

their ability, qualifications and competencies required to fulfil the job requirements, experience without having regard to discrimination factors, such as race, gender and disability.

3. SCOPE OF APPLICATION

The policy applies to appointments for all permanent and fixed-term positions in the University.

4. LEGISLATIVE FRAMEWORK

Constitution of Zimbabwe

Labour Act (Chapter 28:01)

Prevention of Corruption Act (9:16)

Public Entities Corporate Governance Act [Chapter 10:31]

Marondera University of Agricultural Sciences and Technology Act (25:29)

5. GUIDING PRINCIPLES

Fairness

Transparency

Professionalism

Equity

6. POLICY DETAILS

6.1 Personnel Requisition

6.1.1 When a vacancy arises or a new position is created, the Head of the Department will submit the Vice Chancellor's approved request to the Human Resources Section in accordance with the Departmental Establishment.

6.1.2 The written request to hire shall include:

- (a). Position title;
- (b). Summary of duties and qualifications;
- (c). The nature and status of the position, dates in the case of fixed term of appointment, whether it may be renewed or extended;
- (d). Anticipated start date and
- (e). Justification for creating new post.

6.1.3 The Human Resources shall review and discuss the request with the Department, as required. If the post is new, the request will be forwarded to the Planning Committee for budget authorization and approval.

6.2 Selection Process

6.2.1 The Human Resources Department shall:

- (a). Advertise the vacancy;
- (b). Answer enquiries regarding the advertised position;
- (c). Receive applications;
- (d). Generally, advise and assist the Department and its Selection Board or Academic Appointments Board to ensure that the best candidate is selected;
- (e). Participate on the Selection Board or Academic Appointments Board;
- (f). After the closing date, forward the applications along with the advert to the Chairperson of the Selection Board, Head of Department or Academic Appointments Board for screening.
- (g). Conduct preliminary selection;
- (h). Contact the shortlisted candidates for interviews or other further considerations;
- (i). Conduct reference and background checks;
- (j). Conduct final interviews;
- (k). Send for medical exams (applicant to meet the cost);
- (l). Make the offer of employment, including preparation of the contract of employment agreement;
- (m). Notify unsuccessful candidates;
- (n). Maintain all the relevant documentation in the personal file and
- (o). Process the employee for payroll and benefits.

6.2.2 The Selection Board or Academic Appointment Board may recommend a candidate to a post that he/ she has not applied for if in its opinion the candidate is suitable, qualified for another vacant post other than the one the candidate is being interviewed for and it is expedient and time saving.

6.2.3 The minimum number that should be shortlisted for any post should be three. Where the Selection Board or Academic Appointment Board manages to shortlist one candidate on its first sitting. The post should be readvertised, the University shall proceed with interviewing a single candidate when its second efforts to secure more candidates are not successful.

- 6.2.4 The Human Resources Department should advise the single candidate that has been shortlisted that he/she shall be interviewed in future and that he/she should not respond on the readvert.
- 6.2.5 Applicants will be treated with respect throughout the recruitment process, provided with sufficient information to make an informed choice of their suitability for the role and have their personal documentation held in confidence.

6.3 Advertising and Selection

6.3.1 The method of advertisement shall be determined by the Heads of Departments in consultation with Human Resources based on such factors as past success, cost and timeliness.

6.3.2 Advertisements for positions shall include as a minimum:

- (a). Position/title;
- (b). Department/location;
- (c). Summary of duties;
- (d). Basic education and other qualifications;
- (e). Conditions of appointment (full time, part-time, contract);
- (f). Closing date of receipt of applications and
- (g). Where applications are to be directed.

6.3.3 Only the applications of those candidates who have been shortlisted for interviews will be acknowledged.

6.3.4 The Department/Faculty shall:

- (a). Establish the Academic Appointment Board in accordance with MUA's Academic Staff Appointment, Grading, Tenure and Promotions Ordinance No. 3.
- (b). Screen applicants strictly according to the established criteria;
- (c). Complete and return the documents of successful candidates and minutes of (selection meeting to the Human Resources. The Dossier includes six copies of the following: certified copies of the curriculum vitae, birth certificate, national identity card, academic certificates and professional certificates;
- (d). Prepare interview questions and or other selection tests, according to the criteria established for the position;
- (e). Assess each shortlisted candidate;
- (f). Conduct reference and background checks and
- (g). Recommend the successful candidate, with rationale and conditions of appointment, to the Human Resources.

6.3.5 The Academic Appointment Board (AAB) presides over the recruitment process of Academic staff and the Selection Board presides over the selection of Non-Academic staff.

6.3.6 Interviews for Grades 3 to 7 shall be chaired by the Vice Chancellor or his/her appointee. Interviews from Grade 8 to 16 shall be chaired by the Registrar or his or her appointee.

6.3.7 Every person whom the university intends to recruit as permanent employee shall be exposed to the normal interview process.

6.3.8 The University shall at all times try to address gender equity for lower grades where qualifications are not a major issue.

7 HEAD HUNTING

7.1 Head hunting is the concept where specific persons with specific knowledge, qualifications, experience and skills are needed and where suitable applicants could not be obtained by means of the normal recruitment process. Head hunting can specifically be applied with the aim to identify suitable applicants from designated groups if suitable applicants could not be identified by means of normal recruitment.

8 CONFLICT OF INTEREST

8.1 This means the existence of a situation where a person might benefit or cause gain or advantage for themselves or someone with whom they have a personal or business relationship, by reason of their involvement in the selection process. It may also apply to the reverse, whereby the participation of a certain person could only be to the advantage of another. In such cases, one should recuse himself or herself from participating in the selection.

8.2 There is no general prohibition on the grounds of family relationship against persons being employed within the University or in the same department.

8.3 However, situations are to be avoided which could potentially lead to conflict of interest. This would include direct involvement in decisions affecting hiring, promotion and salary of a partner, spouse, child or relative.

8.4 Employees are obliged to avoid actual or potential conflicts of interest. Intimate relationships that develop between employees should be disclosed at the earliest opportunity so that conflict of interest or the appearance thereof can be avoided constructively through appropriate job assignments and responsibilities.

9 FALSE INFORMATION

A candidate who submits false information during the interview process will be disqualified from considerations for employment at MUASt. False information includes, but is not limited to, information regarding references, education and work experience.

10 RECRUITMENT TIMELINES

10.1 In order to assist with planning, the following time-scales are shown as possible indicators for each stage of the recruitment process.

ACTIVITY	POSSIBLE RANGE
Pre-recruitment Stage (Planning)	1 week
From receipt of vacancy to advertising	1 week
Advertising Period	1-2 weeks
Shortlisting	2 weeks
Reference Checking	1-2 weeks
Interview and Production of minutes	1 week
Final Reference Checking	2 days
Appointment letter	2 days
Time-line for candidate to accept contract	2 weeks
TOTAL	4 to 6 Weeks

10.2 Recruitment shall take place only after proper requisition is made to and approved by the Vice Chancellor.

10.3 Vacancies for casual workers should be advertised at notice boards of all Campuses for one week depending with the job that needs to be performed.

In arriving at this decision, the Human Resources Department should work with Heads of Department where the vacancies have arisen.

11. MONITORING THE PROCESS

11.1 Induction

All new employees shall go through an orientation/induction program. The Human Resources Office shall prepare an orientation pack containing the employee manual and other necessary documents and give these to the new employee. The Head of Department together with the Human Resources Office shall design an orientation program for the new employees.

11.2 Exit Interviews

Before any person leaves the Institution, the Human Resources Office shall ensure that an exit interview has been conducted. The Human Resources Office shall conduct the exit interviews physically or online. The information gathered will be used in the recruitment of a replacement and also for the growth of the Institution.

11.3 Dual Employment

11.3.1 Full Time Staff are not allowed to accept work by another employer. Part Time employment with other organizations should be subject to approval by the University. Failure to respect this regulation will result in disciplinary action being instituted against the member including the possibility of immediate termination of contract.

11.3.2 An employee may at any time, with his/ her consent or at the invitation of the Vice Chancellor be seconded for a specific period to another organisation for purposes of learning or sharing ideas and experiences. The terms and conditions of service of a member while on secondment shall be governed by a contract between the member, university and the concerned organisation.

12. PROMOTION CRITERIA.

12.1 A call for promotion will be made by Human Resources once every year and eligible candidates may apply. However, staff may submit applications as and when they feel they are ready.

- 12.2 The applications should be signed by the Head of Departments and recommended by the Dean to the Promotions Committee for consideration.
- 12.3 Promotions will be based on the University Regulations, pertaining to Non-Academic staff and Academic Staff.
- 12.4 In case of a vacant post, members of staff are also encouraged to apply if they meet the requirements of the post.

13. TRANSFER TO OTHER DEPARTMENTS

Members of staff can be re-assigned or transferred to work in other Departments within the University when need arises.

14. COMMUNICATION

The Human Resources Department is responsible for promulgating this policy to all relevant staff.

15. GOVERNANCE, MANAGEMENT ROLES AND ACCOUNTABILITIES

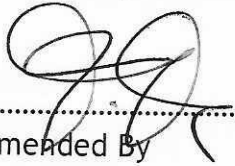
This policy document will be reviewed and may be amended by Council after four years or as and when the need arises.

16. INTERPRETATION

Interpretation of this policy rests with the Office of the Registrar.

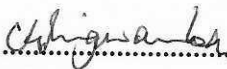
17.EFFECTIVE DATE

This Policy document shall take effect from a date to be set by Council.


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Recommended By

Date..... 21/10/2024

**Professor Justice Nyamangara
Vice Chancellor**


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Approved By

Date..... 21/10/2024

**Mrs. Constance Chigwamba
Council Chairperson
Marondera University of Agricultural Sciences and Technology**