



## **DIE AFRIKAANSE PROTESTANTSE AKADEMIE NPC**

Registration number: 2002/031756/08

Registered with the Department of Higher Education and Training as a private higher education institution under the Higher Education Act, 1997

**Registration Certificate No. 1999/HE08/001**

430 Farenden Street  
SUNNYSIDE  
0002

Tel.: (012) 344-3960/1/2  
Fax: (012) 344-5480  
Email: [info@apa.ac.za](mailto:info@apa.ac.za)  
[www.apa.ac.za](http://www.apa.ac.za)

PO Box 11488  
HATFIELD  
0028

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### **INSTITUTIONAL POLICY ON**

### **STAFF RECRUITMENT**

Policy Owner	Board of The APA
Responsibility	Quality Commissioner and Quality Committee
Status	Approved
Dates of amendments	2011, 2016
Review date	2020

## **STAFF RECRUITMENT POLICY & PROCEDURES**

### **1. CONSTITUTIONAL LEGISLATION**

The recruitment, admission and selection processes must be in line with the stipulations of chapter 2 of the South African Constitution. It is the policy of the Akademie not to unfairly discriminate against any applicant or prospective student in terms of the following:

- Discrimination against an applicant on account of race, gender, ethnic/social origin, colour, sexual orientation, age, disability, religion, marital status, language, beliefs, political affiliation, family responsibility, pregnancy or intended pregnancy are unconstitutional.
- Discriminatory language should be avoided in recruitment and selection, such as advertising for a “he” or a “she”.
- The academic requirements must be spelled out to justify prerequisites or qualifications needed for appointment.
- Recruitment and therefore also selection and appointment should be done in an open fashion in places where no person from a particular group is excluded.

### **2. PROCEDURES**

- The Board in co-operation with Senate, has full responsibility and authority to decide on appointments to the APA.
- In view of staff recruitment for the APA, the Senate shall determine from time to time in terms of the applicable qualification registration if the recruitment description is still relevant and update it if necessary. The recruitment, selection and appointment process is executed accordingly.
- A relevant recruitment procedure should be decided on with respect to the vacancy. This may include: Newspaper advertisements; referrals from employees, students, applications on file, etc.
- Applicants should provide detailed *Curriculum Vitae* upon application, including all relevant prove documents.
- Applicants will be interviewed by the Board of the APA or a committee appointed by the Board.
- The Board on recommendation of the Senate, may decide on any psychometric testing of an applicant to aid in the selection process, providing that tests/instruments used comply with stipulations on fair selection procedures in the SA Constitution.
- All staff are required to uphold the Institution’s statement of faith, code of conduct, language policy and cultural ethos. An applicable document must be signed in this regard.
- A letter of appointment should be provided to the new applicant before the starting date of work.
- The conditions of service should be explained and consequently signed by the appointed person before any academic and/or administrative responsibilities are undertaken.
- The above procedures are applicable to all academic and other staff members.

### **3. PROTECTION OF PRIVACY**

Privacy of applicants regarding the application self as well as the information supplied in an application must be upheld and guaranteed.

Policy History:  
First approved 2009.  
Amended 2011.  
Revised 2016 by SDN.