

**Unit ID: 698**

**Domain CIVIL SOCIETY: GENERAL MANAGEMENT**

**Title: Recruit staff and volunteers equitably to a  
civil society organisation**

**Level: 5**

**Credits: 8**

### **Purpose**

This unit standard specifies the competences required to recruit staff and volunteers equitably. It includes publicising vacancies, short listing, agreeing the selection process, selecting staff and informing applicants of the outcome. This unit standard is intended for people who have or who wish to have any responsibilities and/or involvement in recruitment to civil society organisations.

### **Special Notes**

1. Assessment evidence may be collected from a real workplace, or simulated real workplace or an appropriate simulated realistic environment in which recruitment of staff and/or volunteers takes place.
2. Regulations, legislation and policies relevant to this unit standard include the following:
  - Labour Acts No. 6 of 1992, No. 10 of 2004 and No. 11 of 2007
  - Affirmative Action (Employment) Act, No.29 of 1998
  - NANGOF Trust Code of Practice for CSOs Working with Volunteers 2007
  - NANGOF Trust Code of Ethics 2007
  - The National Policy on HIV and AIDS, 2007

### **Quality Assurance Requirements**

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority. All approved unit standards, qualifications and national assessment arrangements are available on the Namibia Training Authority website [www.nta.com.na](http://www.nta.com.na).

## **Elements and Performance Criteria**

### **Element 1: Publicise vacancies internally and externally.**

#### **Range**

External publicity media include but are not limited to newspapers, local volunteer centres, posters, bulletin boards, banners and volunteer fairs.

Internal methods include but are not limited to notices, emails, bulletins and letters.

#### **Performance Criteria**

- 1.1 Job descriptions and person specifications are prepared which fully describe the work to be performed and the type of person who is able to undertake that work.
- 1.2 Publicity about vacancies is created which is open and fair and which gives all relevant information about the job, the selection process and criteria.
- 1.3 Publicity media are selected on the basis of their readership and audience in order to attract applicants who are likely to have relevant skills and aptitudes.

### **Element 2: Create a short list.**

#### **Performance Criteria**

- 2.1 The staff and/or Board members who will draw up the shortlist is decided in advance and explained in terms of efficiency and equity.
- 2.2 Criteria for selecting the shortlist are decided for different recruitment situations.
- 2.3 Sets of applications are assessed and recorded according to the criteria for short listing.
- 2.4 The information to be given to applicants is drawn up for different recruitment situations.
- 2.5 Invitations to the selection process are made for different recruitment situations.

### **Element 3: Agree the selection process in advance.**

#### **Range**

Selection tools consist of but are not limited to one or a number of the following: interviews, role plays, group activities, and trial tasks, oral and written tests.

#### **Performance Criteria**

- 3.1 Choice of selection methods is made that take into account the elements of the job for different recruitment situations.
- 3.2 Staff, Board members and/or stakeholders to be engaged in the selection process is chosen for different recruitment situations.

- 3.3 A meeting of the selection panel is held immediately prior to each selection process, at which the exact role of each person is confirmed.

**Element 4: Ensure staff selection is objective and equitable.**

**Performance Criteria**

- 4.1 The importance of following the pre-agreed selection process is described using contrasting examples of good and poor practice.
- 4.2 Evidence of use of the selection criteria is recorded for different selection processes.
- 4.3 The importance of keeping records of the decision making process following selection activities is explained in terms of objectivity, equality, equity and organisational efficiency.
- 4.4 The importance of maintaining confidentiality about the outcome of the selection process until candidates are officially informed is explained in terms of professional conduct of the panel.

**Element 5: Inform applicants of the outcome.**

**Performance Criteria**

- 5.1 The means of informing both successful and unsuccessful short listed applicants is explained for different recruitment processes.
- 5.2 Information about the starting date and the terms and conditions of work is agreed with the new recruit.

**Registration Data**

<b>Subfield:</b>	Civil Society Management
<b>Date first registered:</b>	27 May 2010
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