

UCT FHS Employment Equity Committee (EEC) mandate request process and FAQs

Please see the [EEC process flow chart](#) that simplifies the process that must be followed in starting a recruitment process.

Mandate request FAQs

- 1. Does the EEC Mandate need to be requested before the dean has approved the filling of the position (or must this be sent to the Dean with all documentation motivating to recruit)?**

No. The dean must approve the filling of all permanent posts including those with full-time contracts of 2 years and longer before a mandate is requested from the EEC. However, as contract posts less than 2 years may initiate recruitment processes before the Dean approves the appointment, the selection committees will need to request an EEC mandate before recruitment can begin.

- 2. How should the selection committee be constituted?**

In addition to meeting the 50% training rule, we recommend that selection committees be composed of a diverse group of members, preferably at least four individuals, with representation from both within and outside the department or research unit seeking to fill a position.

Factors to be considered in terms of diversity of selection committee members:

- Race
- Gender
- Academic/PASS
- Rank/occupational level

- 3. Do we need an EE (Employment Equity) rep for our selection process?**

University of Cape Town (UCT) has implemented a [new 5-year EE plan](#) which commenced on 01 January 2022 and along with this plan a new approach for ensuring employment equity in selection committees. 2022 was used as a transitional year and from the start of 2023, Faculty of Health Sciences (FHS) has switched over to the following new system;

Following the new [EE Guidance note](#), all selection committees are required to ensure that at least 50% of the committee members, including the Chair, have completed the Fundamental of Employment Equity self-paced training available via the SuccessFactors platform. Access the course by clicking on the links below:

- [Sign In \(uct.ac.za\)](#) – sign in: MY LEARNING

- [Item Details \(plateau.com\)](#) -New & Improved – Fundamentals of Employment Equity: Recruitment & Selection Committees (For all Staff) Version 2 course 38001 – this is in your FEATURED item as you log into SuccessFactors below your HISTORY, LINKS, RECOMMENDATION

In accordance with the new EE Guidance, the requirement for selection committees to comply with the 50% training rule replaces the requirement for committees to include an EE rep. With this new approach, FEE trained members of a committee will act collectively to ensure an equitable process is followed. The chair now completes the HR168 form to be submitted to the EEC and HR.

4. I have done the training, but I am unable to download my certificate.

Follow the instructions to download your certificate.

- [Sign In \(uct.ac.za\)](#) – sign in: MY LEARNING
- [Item Details \(plateau.com\)](#) -New & Improved – Fundamentals of Employment Equity: Recruitment & Selection Committees (For all Staff) Version 2 course 38001 – this is in your FEATURED item as you log into SuccessFactors below your HISTORY, LINKS, RECOMMENDATION
- Click on history and click on the course name
- Click on “print certificate” on the right-hand side.

5. I am new to the process, what must I do to request a mandate from the EEC?

Following completion of the training, the selection committee chair will need to approach the FHS Employment Equity Committee for a recruitment mandate using the [EEC Recruitment Mandate application form](#). The EEC will then deliberate and use the EE calculator to determine a mandate that will be communicated to the Chair. The recruitment should then proceed, with the selection committee Chair now being responsible for **completing the HR168 and submitting this to both HR and the EEC**. For further information and questions of clarity, staff may contact the co-Chairs of the EEC ([Viwe Kobokana](#) and [Patience Nyakato](#)), or the co-Chairs of the TEC ([Jaisubash Jayakumar](#) and [Olufunke Alaba](#)).

Given the new reporting requirements, it is important that we follow a standardized and compliant approach and that the EEC maintains oversight of all faculty recruitments.

6. How long do I have to wait to receive feedback from the EEC regarding a mandate?

Due to the diverse work schedules of the members, the process for approving a mandate may take between 1 to 10 business days, depending on the complexity of the

request. Therefore, please send your mandate requests in time to ensure that this does not delay your process.

7. Do we have to wait for EEC mandate feedback before advertising?

YES. It is important to note that the EE targets have an impact not only on the demographics of designated groups to be considered, but also on the nature and placement of the advertisement, and the structure and evaluation of the candidate selection process. Therefore, based on the [EE Guidance note](#), “the EEC must approve a mandate for filling the position, which will guide the selection committee in its work. The mandate will take account of the category of the specific position (academic or PASS), the level of seniority of the position, reasonable accommodation for persons from Designated Groups and the balance between generic and specific competences required. The Employment Equity Committee will also invite representatives from departments and divisions within the unit necessary to guide the mandate. In particular, the Employment Equity committee will take account of progress made to date by the unit in meeting its agreed employment equity targets.” Therefore, a request for a mandate must be prioritized as one of the initial steps in the selection process to avoid any inconvenience in the later stages of the process.

8. Who completes the HR168, where and when should the form be submitted?

The Chair of the selection committee is now responsible for completing the [HR168](#) form (point 59 in the Guidance document). Once the recruitment process is complete, the Chair must submit the complete signed HR168 to both HR and the EEC.