MARULENG LOCAL MUNICIPALITY

POLICY ON VOLUNTARISM AND INTERNSHIP
1. PREMEABLE

The challenge of the Maruleng Local Municipality in partnership with other sectors is to equip South African with the skills to succeed in the global market and to offer opportunities to individuals and communities for self advancement to enable them to play a productive role in society.

The Maruleng Local Municipality recognize the challenge facing our country and its education system, that of ensuring that we produce graduates that are to serve the needs of society. This can partly be realised by creating conditions in which the education systems is assisted by all sectors to produce graduates who are able to enter the job market with ease.

The Maruleng Local Municipality acknowledge that part of this challenge can be conquered by providing sufficient opportunity for experiential learning. We understand the important contribution which can be made by introducing a coordinated system of voluntarism and internship for tertiary graduates.

2. LEGAL MANDATE

- The Reconstruction and Development Programme
- The skills development Act 97 of 1998
- The skills development levies Act 9 of 1999
- Municipal systems Act 32 of 2000
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Human Resource Development strategy launched in April 2001
- Government Letsema campaign

3. PURPOSE

The purpose of this policy is to introduce and sustain a system of voluntarism and internship for tertiary education graduates coming out of tertiary institution in South Africa in general and the Limpopo Province in particular.

- To regulate and guide the appointment and or admission of the volunteers and interns in the
- Municipal workforce.

4. OBJECTIVES

- The introduction and sustenance of a system of internship and voluntarism for the Limpopo Province community members, structures, and tertiary graduates in particular.
- Contribute to the noble dream of producing rounded graduate themselves and the competitive labour market.
- Register a contribution towards achieving the objective of “Human Resources Development for job creation, skills development and economic growth”.
• Produce a pool of capable graduates from which Community Based Organisations (CBO) and Non-Government Organisations (NGO’s), business sectors can draw skills and talent.
• Create a patriotic citizen and youth in particular, capable and willing to serve society.
• Subject to policy directives of council, fill in gaps within the municipality which may be experienced by natural employee movement.

5. PRINCIPLES TO GUIDE IMPLEMENTATION OF THE POLICY

• Affirmative action and Employment Equity
• Provincial and Municipal Bias
• Service to the community
• Effective utilisation of Volunteers/interns

6. RECRUITMENT AND SELECTION OF VOLUNTEERS

• The Municipality may use primarily its personnel procurement policy and all other acceptable methods of recruitment in order to attract interest volunteers.
• This will include, but not limited to:
• Newspaper and other media advert where necessary.
• Placing notices at Tertiary institutions.
• A selection process, where competition for openings is intense, may be embarked upon. Such a selection process shall be underpinned by the principles of fairness, equity and objectivity.
• Where the demand is not intense, the municipality may engage volunteers without embarking on a selection process.
• The municipality shall always reserve the right to engage or not to engage a particular volunteer or an intern, and may disclose reasons for its decision, as required in terms of the law.

7. UTILISATION OF VOLUNTEERS

• The placement shall always be done with due consideration to volunteer and/or area academic training, potential, interests and municipal departmental needs.
• Every volunteer/intern should know who his or her supervisor is.
• Volunteers/interns should, particularly during their formative stages of employment, be placed among a team of employees who are already used to the job.
• Every volunteer/intern shall undergo personnel orientation dictated by the personnel orientation manual.
• All volunteers/interns are expected to submit a three monthly report to their designated supervisor, outlining their challenges, areas of concern, difficulties experienced and suggested ways of improvement. This report will be discussed with the designated supervisor, who must compile a report to the Municipal Manager.
• The above mentioned report may be coupled with a performance assessment to be done by a designated supervisor making use of an approved performance assessment instrument.
• Volunteers/interns shall be subject to all rules of behaviour, including the code of conduct, which apply to municipal officials.
• All volunteers/interns shall be required to sign an agreement with the municipality.

8. SAFETY OF THE VOLUNTEERS

• The Municipality’s liability in respect of any injury or death of the volunteers or interns resultant from service rendered, shall be limited to the award made to the volunteer/intern by the Compensation Commissioner in terms of the Compensation for Occupational Injuries Act, 1993 (Act 130 of 1993)

9. REMUNERATION

• The Municipality is under no obligation to remunerate volunteers or interns for service rendered.
• Where a volunteer/intern or group of volunteers are placed in a unit(s) where vacant funded posts exist, the municipality may provide a stipend or honorarium to the said volunteers/interns.
• All request(s) for remuneration shall fully motivated by the relevant Head of Department, and may only approved by the Municipal Manager as the last Accounting Officer or his/her delegate.
• Under no circumstances will remuneration be granted to a volunteer be more than 50% of the gross salary of the vacant funded post within which she/he functions.
• All volunteers shall be expected to be engaged for a minimum period of three months before any request or motivation for remuneration may be submitted.

10. DURATION OF ENGAGEMENT

• The maximum duration of employment of volunteers shall be twelve months.
• Any extension with financial implications may only be granted by Municipal Manager with the Executive Committee.

11. COMPETING FOR INTERNALLY ADVERTISED

• Volunteering or serving internship in the municipality is not accompanied by any promise for a substantive position/job whatsoever.
• For purpose of internally advertised posts, volunteering candidates should be considered as employees of the municipality.
• The above provision (10) is intended to provide volunteers/interns with an opportunity to compete for internally advertised posts.
• Internally advertised posts in this context will be limited to the Municipality only as the Municipality cannot commit other departments or organisations to this arrangement.
12. REVISION OF THE POLICY

- The Maruleng Local Municipality’s voluntarism and internship policy must be reviewed and amended, as and when it is necessary, to ensure that it remains relevant.