

MEMORANDUM

TO: LOUISA ZONDO

FROM: PERMENTHRI PILLAY

CC: EDWARD SHALALA

SUBJECT: INTERVIEW PROCESS AND SELECTION CRITERIA

SHORTLISTING:

Sat, 4 March	9-12am	Sorting of Applications
Sun, 5 March	2-5pm	Recommended Shortlist
Mon, 6 March		Present to Louisa Proposed Shortlist & Guideline Questions for Interviews

CRITERIA

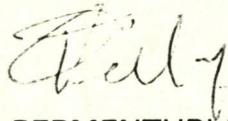
General Criteria:

1. Affirmative Action: Race & Gender
2. Languages: English & at least 1 Provincial Language
3. Community Networking
4. Confidence and the challenges of working with SACS
5. Time constraints and flexibility
6. Availability to start
7. Willingness to move/relocation
8. Political profile and ability to represent a Non-Party Political Programme
9. Diplomacy & Maturity
10. Team-work, consultative style of work
11. Accountability & Discipline

Specific Criteria:

Refer to Job Description & Ad

Thank you.



PERMENTHRI PILLAY

PUBLIC PARTICIPATION PROGRAMME

COMMUNITY LIAISON

Guideline Questions for Interviews

The basis will be the Job Descriptions, Adverts and General Criteria.

1. Input from panel on the overview of the PPP and specifically CEP
2. Why did you apply?
3. Strengths and weaknesses
4. Questions around the 11 General Criteria
5. Questions focused specifically at the relevant province
6. Co-ordinating/Networking/Workshop experience
7. Situational questions
 - Problem solving ability
 - Creativity
8. Drivers licence
9. Package
10. Questions for the Panel from the interviewee