



## **SA Navy recruitment process unpacked**

### **How does the recruitment process work?**

The SA Navy as an attractive employer of choice aims at recruiting suitable candidates to satisfy its requirements. The SA Navy strives to attract the right quality and quantity of skilled or potential employees/members (uniform or civilian) in order to meet the Departments' strategic and operational objectives.

The process starts by identifying the Human Resource needs of the organisation just like in any organisation. However the DoD has a training programme called Military Skills Development (MSD) programme which aims at developing the youth by giving them a variety of skills which they can utilise in and outside the DoD. The MSD is the main feeder of the SA Navy essentially for members who wish to serve in uniform. The SA Navy informs prospective applicants of the opportunities by placing an advertisement on National Newspapers as well as the Navy and the DoD website.

Applications are received from all provinces and are captured on the system. Once the application period is closed the paper selection will commence. Qualifying candidates will be short listed to be invited for the MSD Selection. The NHQ will communicate with South African Medical Health and Service (SAMHS) via D HR ACQ or directly to secure available dates for Psychometric Test, Pre-employment Medical Assessments and Interviews respectively.

After confirmation of suitable dates from SAMHS, the SAN will invite qualifying candidates to attend a selection board and will be contacted via telephone or written letter.

### **How is the process a transparent method of inviting applicants for selection?**

Candidates will be invited for selection at their provinces, unless there is justifiable reason to deviate, i.e. Applicants with exceptional symbols in Mathematics and Physical Science, who for some reason could not attend selection in their home provinces may be accommodated at another province. The same shall apply to scarce skills graduates who meet the MSD age limit.

Applicants with Mathematics and Physical Science Level 3 shall be given priority; thereafter the remainder shall be invited based on the merit of highest M-score per race and gender. For graduates the SA Navy checks the relevance of the qualification against the advertised post.

### **What do you consider when conducting a recruitment drive/process?**

Over and above the 'normal' advertising in the Media, various career publications and school periodicals are used to market the SA Navy. The relationship with external production companies, i.e. The Media House should be maintained to promote the image of the SA Navy as an attractive and preferred employer.

Career exhibitions and school visits are scheduled to promote the SA Navy as a potential employer. These career exhibitions focus on visits to all provinces aimed at covering the targeted audience. The target audience for these visits and briefings is the South African youth in both advantaged and disadvantaged communities. A dedicated effort is being made to also access schools in remote rural areas.

### **What challenges do you encounter from applicants wanting to join the Navy?**

Most members of the public still have the perception that the Defence Force is for people who do not do well at school and therefore make the Defence Force their last resort. The application form has requirements for example Mathematics and Physical Science (minimum level 4 / symbol D HG) and candidates with Mathematics Literacy and tourism still complete the form and forward it for consideration, which increases the number of applicants. Some parents want their children to join the SA Navy but the child is not interested (this is evident when the parent will be the one asking question while the child is literally showing no interest.

### **What are the biggest misconceptions that applicants have when it comes to the recruitment process?**

The majority of young members of the African Race think that you cannot join the SA Navy if you cannot swim, of which is not true, swimming is a requirement for divers. Some people from the White Race group believe that they will not be considered for the SA Navy. The SA Navy belongs to the citizens of South Africa and reflects the demographics of the country and all race groups are welcomed.

### **Take us through the stages that a successful application goes through?**

Applicants with at least level 4 in both Mathematics and Physical Science shall be given preference. Applicants are selected based on their matric results and graduates based on the relevance of the qualification to the SA Navy.

Applicants will be required to complete a psychometric test; those who do not pass these tests are eliminated from the selection process. It is the desire of the SA Navy and other Services that psychometric tests should be used as a guide and not an eliminating factor.

The SAN must reach a targeted number of recruits to be trained predominantly as Combat Officers and Naval Technical Officers. The senior naval officer in charge of selection normally ensures that only candidates who are on the approved name-list which is co-signed by Directorate Naval Personnel and Director Human Resource Acquisitions partake in the selection process. On completion of the selection process, all files will be forwarded to the Naval Headquarters for further processing.

### **Compiling of intake name list?**

Once the name list of applicants with G1K1N1 Status (medical fit to undergo Basic Military Training) is available on the PICICS system, the appointment of recruits into the 2 year MSDS contract shall be compiled. Applicants shall be appointed based on merit of highest scores in their matric results, the Interview per province, race and gender.

### **How are appointment letters issued?**

Applicants shall receive appointment letters at least two months prior to the reporting date for Basic Military Training. Applicants shall also be contacted telephonically in order to ensure that every applicant received comprehensive information wrt the intake.

### **Brief us on the stages an unsuccessful application goes through?**

The process is the same, unsuccessful candidates go through the same paper selection because that is the initial phase of the process. The application form clearly states that if you have not received any contact from the SA Navy by a specific date you should assume that your application was unsuccessful. The applicants who didn't meet the criteria ito age are forwarded to Director Naval Reserves to offer them the opportunity to enlist in the Naval Reserve Force.

### **What can applicant do to make the recruitment process easier?**

The applicants should read the application form and check the requirements on the application form as they are in line with DOD policy in terms of minimum requirements. Applications that do not satisfy the minimum requirements will be automatically rejected by the system (PICCICS).

It must be emphasised that if an applicant meets the minimum requirements it does not automatically guarantee them a call up by the SA Navy because a large number of applicants are competing for limited vacancies, which makes competition tough. On average the SA Navy receive in excess of 15 000 applications for a 500 strong intake. Majority of member who meet the requirements are the Africans and very few Whites and Asians who apply meet the minimum requirements. The implications are that the intake will be skewed

in terms of representivity with regard to gender and race. Young men and women of South Africa should study hard to better their chance of joining the SA Navy irrespective of gender or race.

**What new process or procedure is recruitment implementing in the future?**

The mandated entity for the recruitment and appointment of uniform members into the DOD in the Directorate HR Acquisition under the Human Resource Division. There is a possibility that the functions will be given back to the Services. The recruitment section must strive to ensure that every applicant knows the status of their application (all unsuccessful applicants should be informed).

**Any points you would like to add about the recruitment process?**

The Process is fair and very transparent; any member of the public can obtain information as to why their application was unsuccessful. The public must note that often an advertisement is placed on the national newspaper in an attempt to access all South Africans but not necessarily that everyone who applied will be successful.