



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE:

APPOINTMENT OF SERVICE PROVIDER TO DELIVER THE ADMINISTRATIVE EXCELLENCE SERIES

1. Purpose

The Directorate: Human Resources Development requires the appointment of accredited and credible service provider to deliver the Administrative Excellence Series.

2. Background

The Department of Public Works and Infrastructure has in line with the National Skills Development Act and Human Resources Development Strategy conducted a training needs analysis in Head Office for the current financial year to identify the training needs of the Units and developed a Training Plan for implementation of needs.

Administrative Excellence Series was identified by five (05) officials in the Chief Directorates: Human Resource and Organisational Development, Human Resource Management and DDG: Corporate Services.

3. Expected Outcomes/ Deliverables

To ensure the smooth and efficient operation of an office by handling administrative and logistical tasks, facilitating communication, and maintaining organization.

The series would cover the following topics:

Administrative Essentials for High – Level Offices

- Understanding policy formulation, analysis, implementation and troubleshooting

Corporate Governance

- Learn how to better support Governance leaders and managers
- Understand the importance of corporate governance and its impact on organisation
- Develop skills in governance administration, communication and coordination,
- Network with other EAs and governance professionals, and
- Gain insights into the latest tools and technologies used in governance.

Project Management Processes

- Using a work breakdown schedule
- Creating a timeline event plan
- Effective event management and party planning tips,
- Risk management

Procurement Management Essentials

- Understanding procurement processes and best practices

Record Management

- Effective electronic and physical filing storage systems

Productivity and organisational

- Time and task management strategies

Protocol & Etiquette

- Meeting and event management for top level offices

4. Total number to be trained

Five (05) employees from Head Office are to attend the series.

5. Training venue

The training venue should be provided by the Service Provider.

6. Training ~~Dates~~ ^{with} Duration

The series should be presented over a period of five (05) days.

7. Specific professional experience

The Service provider should be chosen for their training experience and have proven relevant experience in management and facilitation Administrative Excellence Series.

8. Special requirements

It is a requirement that all service providers facilitating any type of training must be registered/ accredited with the relevant Education Training Quality Assurance (ETQA) Body or Professional Body/Council and must submit a letter confirming accreditation/decision number.

9. All disbursements must be included within the cost per employees.

10. Enquiries

APPOINTMENT OF SERVICE PROVIDER TO DELIVER THE ADMINISTRATIVE EXCELLENCE SERIES



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

All enquiries should be directed to:

Ms Mikateko Mkhwanazi
Training and Development
(012) 406 1679