

TERMS OF REFERENCE

EXECUTIVE SEARCH AND SELECTION SERVICES

APPOINTMENT OF DEPUTY DIRECTOR-GENERAL: SUPPLY CHAIN MANAGEMENT

Date: 23 April 2026

1. PURPOSE

The Department of Public Works and Infrastructure intends to appoint a suitably qualified and experienced service provider / recruitment agency to render professional headhunting and executive search services for the recruitment and selection of a suitable candidate for the position of Supply Chain Management Executive (DDG Level).

The purpose of this Terms of Reference is to appoint a suitably qualified executive search service provider to conduct headhunting and selection of a Supply Chain Management Executive (DDG Level)

2. OBJECTIVE

To source, assess and recommend suitably qualified candidates for a Senior Management Service (SMS) position requiring executive leadership in Supply Chain Management.

3. SCOPE OF WORK

The appointed service provider / recruitment agency will be required to render the following services:

- Develop and implement an executive search strategy aimed at identifying suitably qualified and experienced candidates from the public and private sectors.
- Source, attract and approach suitably qualified candidates with extensive senior management experience in Supply Chain Management, Procurement, Logistics, Contract Management, Infrastructure Procurement, Finance, or related disciplines.

- Receive and manage applications, nominations and expressions of interest.
- Compile and submit a schedule of all applications, nominations and sourced candidates received for the position, together with a summary profile of each candidate.
- Conduct suitability screening against the requirements of the post, including qualifications, executive management experience, knowledge, competencies and leadership capabilities.
- Prepare and submit a comprehensive report indicating the suitability or non-suitability of each candidate.
- Prepare and submit a report identifying and recommending at least 08 most suitable candidates for further consideration by the Selection Committee.

4. MINIMUM REQUIREMENTS

As per attached advertisement

5. DEPARTMENTAL RESPONSIBILITIES

The Department of Public Works and Infrastructure will be responsible for the following functions:

- Approval of the recruitment strategy and sourcing methodology.
- Approval and publication of the advertisement where applicable.
- Nomination and appointment of the Selection Committee.
- Consideration of the longlist and shortlist recommendations submitted by the service provider.
- Facilitation and conduct of final shortlisting.
- Conducting interviews and competency assessments where applicable.
- Conducting pre-employment screening, including verification of qualifications, citizenship, criminal record, financial interests and reference checks.
- Recommendation and appointment of the successful candidate.
- Issuing of appointment correspondence and onboarding processes.

6. FUNCTIONALITY EVALUATION (70%) – TREASURY ALIGNED SCORECARD

Criteria	Requirement	Scoring	Weight
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Company Experience	Executive search for SMS / DDG / CFO / CEO roles	10+ yrs = 5; 8-9 = 4; 6-7 = 3; 4-5 = 2; 2-3 = 1; <2 = 0	30%
Team Leader Qualification	NQF 09 preferred; HR/Industrial Psychology/Public Admin	Nqf 09 = 5; Nqf 8 = 4; Nqf 7 = 3; Nqf 6 = 2; NQF &below =1	15%
Team Leader Experience	Executive recruitment / headhunting	10+ yrs = 5; 8-9 = 4; 6-7 = 3; 4-5 = 2; 2-3 = 1; <2 = 0	15%
Consultants	Consultant with HR-related qualifications	NQF 7+ = 5; NQF 6 = 3; NQF 5 = 1	20%
References	Executive search for similar SMS positions. Atleast 3 verifiable reference letters confirms succesful	3 refs = 5; 2 = 3; 1 = 1; none = 0	20%

Total Weighting: 70% Technical / Functionality

7. KEY TREASURY REGULATION ALIGNMENT PRINCIPLES

- Fairness, transparency, competitiveness and cost-effectiveness
- Objective evaluation criteria
- Evidence-based scoring system
- Audit trail and documentation of decisions
- Separation of roles (SCM vs HR vs Selection Committee)

PRICING SCHEDULE

Description	Quantity	Cost
Executive search / headhunting process for DDG: Supply Chain Management	1 Position	R
Compilation and submission of candidate schedule and summary profiles	Included	R
Screening and suitability assessment report	Included	R
Recommendation of Top Ten (10) suitable candidates	Included	R
Candidate liaison and interview coordination support	Included	R
Total		R

NB: Only reference letters related to headhunting, executive search, or recruitment of similar senior management / executive positions will be considered for functionality scoring.

The Department reserves the right not to make an appointment. All information submitted by bidders may be subjected to verification. The appointed service provider shall maintain confidentiality and comply with all applicable labour and recruitment prescripts throughout the process.

**CHAIN MANAGEMENT EXECUTIVE: PMTE
(DEPUTY DIRECTOR-GENERAL LEVEL) (REF NO: 2024/89)**

SALARY: All-inclusive package of R1 741 770.00 per annum (Total package to be structured in accordance with the rules of the Senior Management Services (70% of package), the State's contribution to the Government Employees Pension Fund (13% of Package) and a flexible portion that may be structured in terms of applicable rules | **NOTE:** It will be expected of the successful candidate to sign a Performance Agreement, be subjected to Top Secret Security Clearance and annually disclose his/her financial interests | **CENTRE:** Head Office (Pretoria)

REQUIREMENTS: ●An NQF Level 8 qualification in Supply Chain Management, Logistics, Finance, Public Administration/Management, Economic Management Sciences or any of the Built Environment qualifications as recognised by SAQA ●8 years experience at senior managerial level ●Extensive experience in supply chain management of large scale acquisitions in property, facilities management as well as construction related projects in complex environments with multiplicity of procurement transactions. **KNOWLEDGE:** ●SCM systems, processes and controls ●Public Finance Management Act ●Public Service Regulations ●Treasury Regulations. **SKILLS:** ●Leadership and management skills ●Good customer relations ●Advanced report writing ●Advanced communication ●Language proficiency ●Computer utilisation ●Analytical thinking ●Strategic planning ●Conflict management ●Sound analytical and problem identification and solving skills ●Organising and planning ●Policy formulation ●Decision making ●Motivational skills ●Numeracy ●Advanced interpersonal and diplomacy skills. **PERSONAL ATTRIBUTES:** ●Ability to interact with clients and stakeholders in a professional and assertive manner ●High ethical standards ●Ability to conduct business with integrity and in a fair and reasonable manner ●Ability to promote mutual trust and respect ●Innovative ●Creative ●Solution oriented ●Ability to design ideas without direction ●People oriented ●Hardworking ●Highly motivated ●Ability to work effectively and efficiently under sustained pressure ●Ability to meet tight deadlines whilst delivering excellent results.

DUTIES: ●Undertake research on latest SCM trends ●Collate all relevant information and infuse them in SCM strategic policy ●Source SCM policies, guidelines and directives from National Treasury ●Advise on and monitor the implementation of National Treasury policies and guidelines ●Evaluate and monitor compliance to the Medium Term Expenditure Framework ●Ensure that the Department's strategic objectives are aligned to regulations ●Undertake the effective monitoring and evaluation of the department's SCM policies ●Implement and oversee an efficient and logistics functions that are compliant with policies, procedures and applicable legislation ●Develop, manage and oversee the implementation of the procurement plan, movable asset management plans and disposal plan ●Develop and manage contract management systems, including the strategic management of supplier relationships ●Manage and control the acquisition of goods and services, infrastructure, property and facilities management ●Render demand management services ●Manage the development, implementation and maintenance of corporate governance policy and ensure compliance with all statutory frameworks established within the public service and the department ●Provide advice to the Accounting Officer on procurement related

matters and report any breach or failure to comply with SCM processes, guidelines and frameworks.

ENQUIRIES: Mr S Mdakane, Tel. 082 929 9885.