

TERMS OF REFERENCE

EXECUTIVE SEARCH AND SELECTION SERVICES

APPOINTMENT OF DEPUTY DIRECTOR-GENERAL: SUPPLY CHAIN MANAGEMENT

Date: 15 May 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 (Deputy Director-General 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 (Deputy Director-General 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 for the advertised position.
- 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 preliminary screening of candidates against the Job Description minimum requirements.
- Assess responsiveness of applications, including completeness of submitted documentation.
- Conduct suitability screening against the requirements of the post, including qualifications, executive management experience, knowledge, competencies and leadership capabilities.

- Prepare and submit a report indicating the suitability or non-suitability of each candidate.
- Prepare and submit a report identifying and recommending atleast (08) most suitable candidates for further consideration by the Selection Committee.

4. MINIMUM REQUIREMENTS

As per the 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 |
|---------------------------|--|--|--------|
| Company Experience | Head Hunting/ Executive search for SMS / DDG / CFO / CEO roles Submit: Company Profile reflecting experience in executive search for SMS/ DDG/ CFO/ CEOs. | 10+ yrs = 5; 8–9 = 4; 6–7 = 3; 4–5 = 2; 2–3 = 1; <2 = 0 | 20% |
| Team Leader Qualification | A tertiary qualification in HR/Industrial Psychology/Public Admin | Doctorate = 5; Masters = 4; Honours = 3; Degree = 2; Diploma = 1 | 10% |

| | | | |
|------------------------|---|--|-----|
| | Submit: CV and Copies of qualifications. | | |
| Team Leader Experience | Experience in Executive recruitment / headhunting Submit: CV reflecting number of years of experience and copies of qualification. | 10+ yrs = 5; 8-9 = 4; 6-7 = 3; 4-5 = 2; 2-3 = 1; <2 = 0 | 10% |
| Consultants | 2 consultants with HR-related qualifications Submit: copies of qualification. | 2 Consultants with NQF 7+ = 5; 1 consultant with NQF 7 = 4 2 consultants with NQF 6 = 3; 1 Consultant with NQF 6 = 2 points All consultants with NQF 5 = 1 | 10% |
| | 2 consultants with HR-experience Submit: CV reflecting number of years of experience | | 10% |
| References | Executive search for similar SMS positions. At least 3 verifiable references letters confirming of rendering of executive search and confirming successful placement | 5 Referral Letters=5 4 Referral Letters=4 3 referral letters = 3; 2 referral Letters=2; 1 referral letter = 1; none = 0 | 10% |

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. Compilation and submission of candidate schedule and summary profiles Screening and suitability assessment report Recommendation of Top Ten (10) suitable candidates Candidate liaison and interview coordination support | 1 Position | 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.