

Date: 19 May 2025

Terms of reference for the appointment of service provider/recruitment agency on a term contract for a period of six months

- The Department of Public Works and Infrastructure intends to enlist the services of a service provider/recruitment agency to render the following services in relation recruitment and selection on a term contract for a period of six months:
 - Response handling
 - Receive applications for employment via email
 - Printing of applications for employment
 - Compile and submit a schedule of all applications received per position with a summary profile of each applicant
 - Screening of applications in line with the job requirements as per the advertisement
 - Responsiveness (certification of attachment, signing of Z83, date of submission of the applications)
 - Suitability screening in line with the advertisement (qualifications, experience, knowledge and skills)
 - Prepare and submit a report on the suitability or non-suitability of each applicant per position
 - Prepare and submit a report identifying and recommending the top ten (10) candidates per position for further consideration by the selection panel. In cases where a single advertisement is to result in the filling of more than one position, top ten candidates must be identified for each position.
- The Department of Public Works will be responsible for the following functions:
 - Identification and advertisement of the vacant positions
 - Receiving and sorting of applications (the applications will be delivered or handed over to the appointed service provider.)
 - Nomination and appointment of selection panels.

- Facilitate and conduct final short listings taking into account the work and recommendations of the service provider.
- Conduct final shortlisting and interviews.
- Conduct pre-employment screening (Verification of qualifications, citizenship, criminal record, asset and financial and reference checks)
- Recommendations of the successful candidate

- **Functionality Criteria**

Checklist		Yes/No
Company	5 - 8 years' experience in Recruitment and selection. Experience or specialization in recruiting for organizations in the built environment will be an added advantage. References (Minimum of three (3))	
1 x Team Leader	Qualifications (3 years tertiary qualification in Human Resource Management/ Industrial Psychology / Public Management/ Administration/ Management Services/ Social and Behavioral Science Experience (10 years' experience in recruitment and selection	

3 x Recruitment Consultants	Qualifications (3 years tertiary qualification in Human resources Management/ Industrial Psychology/ Public Management/ Administration, Management Services, Social and Behavioral Science)	
	Experience (5 years' experience in recruitment and selection)	

- Pricing Schedule

Cost Screening application	of Per	No applications of	No of positions	Cost
R		150 (This in an Estimate based on the average number of applications received for senior management positions)	26 positions (estimation)	R
Compile and submit a comprehensive schedule of all applications received per positions with a summary profile of each applicant				R
Prepare and submit a report on the suitability or non-suitability of each applicant per position				R
Prepare and submit a report identifying and recommending the top ten (10) candidate per position for further consideration by the selection panel				R
Total				R

NB: The Department will be responsible for the delivery and collecting of the applications from the service provider.