

TERMS OF REFERENCE

EXECUTIVE SEARCH AND SELECTION SERVICES

APPOINTMENT OF SUPPLY CHAIN MANAGEMENT EXECUTIVE: SUPPLY CHAIN MANAGEMENT

Date: 23 July 2026

1. PURPOSE

The Department of Public Works and Infrastructure intends to appoint a suitable 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 (10) 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. REQUIREMENTS

Criteria	Requirement	Yes/ No
Company Experience Submit: Company Profile reflecting experience in executive search for SMS/ DDG/ CFO/ CEOs and indicate the duration.	Experience – 8 -10 years' experience in recruitment and selection	
Team Leader Qualification	Qualifications - A tertiary qualification in Human Resource Management/ Industrial Psychology / Public	

Submit: CV reflecting the qualifications, experience and duration.	Management/ Administration/ Management Services/ Social and Behavioural Science	
Team Leader Experience Submit: CV reflecting the qualifications, experience and duration.	Experience – 8 - 10 years' experience in recruitment and selection	
X 2 Consultants Submit: CV's for both consultants reflecting the qualifications, experience and duration.	Qualifications - A tertiary qualification in Human Resource Management/ Industrial Psychology / Public Management/ Administration/ Management Services/ Social and Behavioural Science Experience – 3 – 5 years' experience in recruitment and selection for all consultants	
References	Three reference letters with contact details no older than 5 years confirming successful rendering of services in recruitment and selection.	

2.APPOINTMENT OF DEPUTY DIRECTOR GENERAL: CORPORATE SERVICES

REQUIREMENTS

Criteria	Requirement	Yes/ No
Company Experience Submit: Company Profile reflecting experience in executive search for SMS/ DDG/ CFO/ CEOs and indicate the duration.	Experience – 8 -10 years' experience in recruitment and selection	

Team Leader Qualification Submit: CV reflecting the qualifications, experience and duration.	Qualifications - A tertiary qualification in Human Resource Management/ Industrial Psychology / Public Management/ Administration/ Management Services/ Social and Behavioural Science	
Team Leader Experience Submit: CV reflecting the qualifications, experience and duration.	Experience – 8 - 10 years' experience in recruitment and selection	
X 2 Consultants Submit: CV's for both consultants reflecting the qualifications, experience and duration.	Qualifications - A tertiary qualification in Human Resource Management/ Industrial Psychology / Public Management/ Administration/ Management Services/ Social and Behavioural Science	
	Experience – 3 – 5 years' experience in recruitment and selection for all consultants	
References	Three reference letters with contact details no older than 5 years confirming successful rendering of services in recruitment and selection.	

PRICING SCHEDULE

Description	Quantity	Cost
Executive search / headhunting process for DDG: Corporate Services and DDG: Supply Chain Management. Compilation and submission of candidate schedule and summary profiles per position Screening and suitability assessment report per position Recommendation of Top Ten (10) suitable candidates per position Candidate liaison and interview coordination support	2 Positions (DDG: Corporate Services and DDG: Supply Chain Management)	R

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

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.