

Date: 20 September 2024

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

1. 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:

- (a) 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

- (b) 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)

- (c) Prepare and submit a report on the suitability or non-suitability of each applicant per position

- (d) 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.

2. The Department of Public Works will be responsible for the following functions:

- (a) Identification and advertisement of the vacant positions

- (b) Receiving and sorting of applications (the applications will be delivered or handed over to the appointed service provider.)

- (c) Nomination and appointment of selection panels.

- (d) Facilitate and conduct final short listings taking into account the work and recommendations of the service provider.

- (e) Conduct final shortlisting and interviews.

- (f) Conduct pre-employment screening (Verification of qualifications, citizenship, criminal record, asset and financial and reference checks)

- (g) Recommendations of the successful candidate

3. Functionality Criteria

Checklist		Yes/No
Company	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	

4. Pricing Schedule

Cost of Screening Per application	No of applications	No of positions	Cost
R	120 (This is an Estimate based on the average number of applications received for senior	30 (estimation)	R

	management positions)		
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.