

TECHNICAL REQUIREMENTS – 2 x ADMIN CLERKS AT THE CAMDEN POWER STATION INFORMATION HUB IN ERMELO, MP

COMPANY NAME: _____

SCORE: _____

Minimum Qualifying Score: 70%

Capacity and ability of the company	24%
<ul style="list-style-type: none"> Company business plan and method statement 	____ OF 9%
<ul style="list-style-type: none"> Company experience related to this type of work – providing personnel (require 3 references with telephone numbers) 5% per reference 	____ OF 15%
Key personnel – Admin Clerk at Camden Power Station Information HUB 8 CV's of possible candidates who will be interviewed	76%
Minimum Qualifications of the Admin Clerks	
<ul style="list-style-type: none"> Matric / Grade 12 certificate (a copy of the above documents must be included in the candidate CV's) 4% for each Matric Certificate attached the CV 	____ OF 30%
Skills and Competencies Required	
<p>The admin clerks must be able to read, write and speak fluent English</p> <ul style="list-style-type: none"> Computer Literacy & Microsoft Proficiency (CV's must clearly state whether competent or not) The admin clerks must be able to read, write and speak fluent English <p>4% for each CV that confirms computer literacy & English proficiency</p>	____ OF 30%
Experience	
<ul style="list-style-type: none"> Previous related experience – thus, administration experience (1 year) 2% for each CV that confirms related previous experience with references 	____ OF 16%

Note:

- Supplier/Service Provider to submit a minimum of 8 CV's.
- Eskom will be required to conduct interviews with the employees of the Supplier(s) / Service Provider(s) that score 70% and above.

EVALUATION CONDUCTED BY:

MARYKE GOOSEN

DATE: _____

ILZE PODGES

DATE: _____