



GAUTENG PROVINCE

TREASURY
REPUBLIC OF SOUTH AFRICA

HRD TRAINING SPECIFICATION FORM

Note: This document serves as a guide; it clearly describes the desired outcomes or deliverables of the service to be procured.

BUSINESS UNIT: PSCM & FG

SUB-UNIT:

Part A TRAINING INFORMATION	
Training Programme:	Data Analysis
Description of the Training:	Data Analysis
Course Accreditation: YES NO (If YES, Service Provider should attach Proof of Accreditation)	Yes
Date(s) of the Training:	TBC
Duration of Course: (No. of days)	5 Days
Number of Attendees: (Attach name list)	6
Is the Course Aligned to the Current Training Plan: YES NO (If NO, attach approved memo)	Yes
Part B TRAINING CONTENT AND EXPECTATIONS	
Course Objectives	Expected Outcome
The objective of the course: <ul style="list-style-type: none">- Understanding data types and source.- Data cleaning, processing and visualization.- Identifying trends, patterns and insights.- Developing analytical skills for informed decision making.- Mastering tools like Excel.	At the end of the course, you will be able to: <ul style="list-style-type: none">- Informed decision- making, providing insights that support business or organizational decision.- Identifying trends and patterns, uncovering hidden relationships and trends in data.- Improved operational efficiency, optimizing processes and resources through data-driven insights.- Data-Driven storytelling, Communicating complex data insight effectively to stakeholders.
Delivery Method: (Face2Face or Online)	Face2Face
Is the training programme done by a sole service provider? YES NO (If YES, attach a confirmation letter of sole provider)	No

HRD Contact Details:

Mr. M. Xulu –Mxolisi.Xulu@gauteng.gov.za | Ms. S. Gama –Siphesihle.Gama@gauteng.gov.za | Ms. S. Ndudane – Spokazi.Ndudane@gauteng.gov.za



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Part C ADDITIONAL INFORMATION			
No	Item Description	Yes/No	No. of People
1.	Catering: (attach the full specification for catering including dietary requirements)	Yes	6
2	Venues and Facilities:	Yes	6
3.	Other (Specify):	N/A	
General Comments Please attach proof of accreditation and Facilitator's C.V.			

Part D SIGNATORIES	
SIGNED BY SUPERVISOR /OR LINE MANAGER:	
Compiled by:	Supported / Not Supported / Supported with Amendments
Mr / Ms. Siphesihle Gama Designation: HRD PRACTITIONER Date: 26/09/2025	Mr / Ms. Siphesihle Gama Designation: Acting ASD: HRD Date: 29/09/2025 <u>Comments:</u>
SIGNED BY THE DIRECTOR OF HRD:	
Approved/ Not Approved/ Approved with Amendments	
Mr / Ms. Designation: Acting Director: HRD/ER/EHWP Date: 29/09/2025 <u>Comments:</u>	

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GAUTENG PROVINCIAL TREASURY PROCUREMENT SPECIFICATIONS FORM

Directorate	PSCM		
Date Prepared	29 September 2025		
Prepared by	Siphesihle Gama		
Contact No.	N/A		
Name of the meeting and duration	Data Analysis for 5 days (6 Officials)		
Description of goods/services required	QTY	Dates	
Breakfast Coffee/ Tea /Sugar/milk Scones Sandwich 6x Bottles (500ml) of Still Water Lunch 2x Starch (Rice /Pap) 2xProtein (Beef Stew, Grilled Chicken) 1x Veg 2x Salads (Spinach & Pumpkin) 3x Three Assorted cold drinks (cans size 440ml) 3x Three juice 100% - (cans size 440ml) 6x Bottles (500ml) of Still Water NB: The Supplier is required to bring along cutlery	6	Date: TBC	