

## **Scope of Work – Recruitment and Selection**

The service provider/s shall render the following recruitment and selection services. The service will be requested on an ad hoc basis, and panel members will be rotated. The services include but are not limited to the following:

### **1. Pre-Recruitment:**

- Placing advertisements on behalf of the CHE in print and online media (e.g. Sunday Times, Mail & Guardian, Pretoria News (Workplace Online), HE Jobs, and LinkedIn).

### **2. Response Handling:**

- Managing the entire response-handling process, including receiving, capturing, and acknowledging applications.
- Compiling a comprehensive register of all applications received.
- Shortlisting and scoring applicants according to agreed-upon criteria.
- Submitting the shortlist, score sheets, and CVs of shortlisted candidates to the CHE within the agreed timelines.

### **3. Vetting:**

- Conducting background verification checks on preferred candidates, including:
  - Criminal record, credit record, qualifications, identity verification, and employment history.
  - Submitting a comprehensive vetting report to the CHE.

### **4. Post-Recruitment:**

- Sending regret letters or emails to unsuccessful candidates.

### **5. Temporary Placements:**

- Placement of temporary employees on an as-needed basis, including pre-screening and reference checks.