**FOR THE PROVISION OF SERVICES TO SUPPORT THE RESTRUCTURING OF THE DEPARTMENT OF EMPLOYMENT AND LABOUR**

**REQUIRED SERVICE PROVIDER: LEGAL EXPERT – DRAFTING OF LEGISLATION**

**ANNEXURE “A” – CV Template**



Table of Contents

[1. Personal information 3](#_Toc146884963)

[2. Candidate’s Employment/Professional History 4](#_Toc146884964)

[3. Record of Candidate’s Experience in Area of Expertise Selected 5](#_Toc146884965)

[4. Tertiary qualifications 5](#_Toc146884966)

[5. Membership of Professional Bodies: 6](#_Toc146884967)

[6. References 6](#_Toc146884968)

[7. List projects/assignments relevant to this bid that the proposed Technical Advisor was involved in 7](#_Toc146884969)

# Personal information

|  |  |  |
| --- | --- | --- |
| **Personal Information:** | Surname |  |
| First names |  |
| Identity / Passport Number |  |
| Country Issued |  |
| Date of birth |  |
| **Contact Details:** | Telephone number (land line) |  |
| Cell Number |  |
| Email Address |  |

# Candidate background checks

|  |  |  |
| --- | --- | --- |
| Are you a South African citizen? | Yes | No |
| If no, what is your nationality? |  | |
| Do you have a valid work permit? (only if non-South African) | Yes | No |
| Are you currently in the employ of the state | Yes | No |
| If yes, please provide details |  |  |
| Have you ever been charged and convicted with a criminal offence? | Yes | No |
| If yes, please provide details of offence and the sentence imposed: |  | |
| Do you have any pending criminal case against you? | Yes | No |
| If yes, please provide details |  | |
| Have you ever been dismissed for misconduct? | Yes | No |
| If yes, please provide details |  | |
| Do you have any pending disciplinary case against you? | Yes | No |
| If yes, please provide details |  | |
| Have you resigned from a recent job pending any disciplinary proceeding against you? | Yes | No |
| If yes, please provide details |  | |

# Candidate’s Employment/Professional History

(Add additional entries if required. *Please start with the most recent employment and include the start date (MM/YY) and end date (MM/YY) related to each employment under the first column*.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | | | | **Position Held** |  |
|  | | | | Description of your duties; highlighting experience relevant to the services required in this bid |  |
| Start | | End | |  |  |
| M | Y | M | Y | Employer’s Name |  |
|  |  |  |  | Employer’s locality and contact details |  |
|  | | | | | |
| **Date** | | | | **Position Held** |  |
|  | | | | Description of your duties; highlighting experience relevant to the services required in this bid |  |
| Start | | End | |  |  |
| M | Y | M | Y | Employer’s Name |  |
|  |  |  |  | Employer’s locality and contact details |  |
|  | | | | | |
| **Date** | | | | **Position Held** |  |
|  | | | | Description of your duties; highlighting experience relevant to the services required in this bid |  |
| Start | | End | |  |  |
| M | Y | M | Y | Employer’s Name |  |
|  |  |  |  | Employer’s locality and contact details |  |

**Bidders must note that for evaluation purposes experience not relevant to services required in this bid will not be considered or counted in the overall number of years’ experience.**

# Record of Candidate’s Experience in Area of Expertise Required

|  |  |  |
| --- | --- | --- |
| **Specific experience in Area of Expertise required** | **Insert area of expertise (i.e. drafting of legislation - Bills, Acts or Regulations; work which displays an understanding of the Schedule 3A public entity environment, social insurance environment, and the PFMA)** | *<In 600 words or less, please highlight the demonstrated knowledge and experience you have in the role selected as per the Functionality Evaluation Criteria Table in the TOR* |
|  | **Years’ experience**  [insert area of expertise] | *<Please clearly state the following information:*   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Position held | Employer/ Organisation | Start date (MM/YY) | End date (MM/YY) | Total period (e.g. 3Y\_6M) | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |

# Tertiary Qualifications

(Add entries if needed. Start from the most recent)

|  |  |
| --- | --- |
| **Qualification Awarded** |  |
| Name of Institution |  |
| Date |  |
| **Qualification Awarded** |  |
| Name of Institution |  |
| Date |  |
| **Qualification Awarded** |  |
| Name of Institution |  |
| Date |  |
| **Qualification Awarded** |  |
| Name of Institution |  |
| Date |  |

* Certified copies of all qualifications must be attached.
* International qualifications must be accompanied by SAQA accreditation. Certificate of membership shall not be deemed as proof of educational qualification.

# Membership of Professional Bodies

|  |  |
| --- | --- |
| **Professional body name** |  |
| Membership no |  |
| **Professional body name** |  |
| Membership no |  |
| **Professional body name** |  |
| Membership no |  |

# References

(provide at last three references from the past 5 years)

|  |  |  |
| --- | --- | --- |
| 1 | Name |  |
| Organisation |  |
| Position |  |
| Dates |  |
| Contact telephone / Cell number |  |
| 2 | Name |  |
| Organisation |  |
| Position |  |
| Dates |  |
| Contact telephone / Cell number |  |
| 3 | Name |  |
| Organisation |  |
| Position |  |
| Dates |  |
| Contact telephone / Cell number |  |

# List projects/assignments relevant to this bid that the proposed expert was involved in:

| ***NAME OF CLIENT*** | ***CLIENT CONTACT PERSON & HER/HIS TELEPHONE OR CELLPHONE NUMBER*** | ***NAME OF PROJECT*** | ***ROLE & CONTRIBUTION OF TECHNICAL ADVISOR TO THE PROJECT / ASSIGNMENT*** | ***PERIOD OF PROJECT EXECUTION*** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

I hereby confirm that the above information is true and accurate and that my CV has not been submitted by another service provider for the same bid.

**Name:**

**Signature:**

**Date:**