

	Business Management System Scope for Recruitment of People living with Disabilities	Document Identifier	240-94026481	Rev	3
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		Page	1 of 3		

**Scope for Recruitment of People
living With Disabilities (PWDs)**

Eskom Rotek Industries

June 2025

1. INTRODUCTION

Eskom Rotek Industries - HCM Talent and Learning department needs to secure the recruitment agencies that will provide a pool of candidates of persons with disabilities (PwD) which will be accessible to ERI. The agencies will help the organisation in filling identified roles / positions that can accommodate PWDs. The geographic locations can cover the Rosherville Head Office and nationwide where ERI has its operations.

The purpose of this scope is to explain the requirements needed for the filling of such vacancies. The areas of target are all Business Units roles that can accommodate persons with disability in relation to the working environment. The positions can be filled on temporary, permanent and learner basis.

The contract will be awarded to 1 recruitment agency / service provider.

2. DETAILED SPECIFICATIONS

Positions identified for PWDs in the different Business Units at ERI across all occupational levels, but not limited to:

- Stacker Operator
- Environmental Officer
- Administrator (Sales)
- Administrator Communication
- Administrative Clerk
- Projects Hrs - Administration
- Project co-ordinator
- SHE Officer
- Site Clerk
- Quantity Surveyor

3. MORE INFORMATION

Any questions can be directed to Wisani Mbiza, MbizaWP@eskom.co.za or 0829987373.

Objective in detail:

To appoint qualified recruitment agencies to identify, source, and support the placement of Persons Living with Disabilities (PwD) in appropriate job roles within ERI. The goal is to ensure inclusive hiring and promote workplace diversity.

Scope of Services:

The recruitment agencies will be responsible for the following:

A) recruitment planning:

- Collaborate with ERI to understand the workforce requirements
- Advise on roles suitable for various types of disabilities
- Assist in co-creating inclusive job advertisements

B) Candidate sourcing:

- Identify and reach out to qualified PwD candidates using appropriate channels

C) Maintain a database of pre-screened candidates of PwD candidates. Screening and shortlisting:

- Conduct the initial screening interviews and assessments tailored to each candidate's abilities
- Ensure reasonable accommodations during the recruitment process
- Provide a shortlist of qualified candidates with details on their disability types and required accommodations

D) Placement support:

- Support the onboarding process, including disability inclusion training for HCM and line managers if and when requested/required by ERI
- Assist in reasonable workplace accommodations e.g. assistive technologies, ergonomic changes
- Provide job coaching or mentoring if required

E) Reporting and monitoring:

- Submit weekly/ monthly/quarterly progress reports on recruitment activities and placement
- Track retention and satisfaction of PwD hires
- Recommend improvements in hiring and onboarding practices for PwDs

F) Deliverables:

- Inclusive recruitment strategy and plan alignment with ERI
- Database of qualified PwD candidates
- Progress and placement reports
- Final report on outcomes and impact of placements

G) Duration:

The contract will be for a period of three years, and based on performance (procurement to assist here)

H) Qualifications of the agency:

- Proven experience in inclusive recruitment or disability-focused HR services
- Demonstrated partnerships with organizations for PwD
- Understanding of national disability rights legislation and employment policies
- Staff trained in disability inclusion and reasonable accommodation practices

I) Compliance:

- Adhere to all relevant labour laws and disability rights regulations
- Ensure confidentiality and non-discrimination in all processes



2/2/2026

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Fatima Laher

Middle Manager: Skills & Talent

27.01.2026