



sport, arts & culture

Department:
Sport, Arts and Culture
REPUBLIC OF SOUTH AFRICA

UMsunduzi
MUSEUM · ISIGCINAMAGUGU
An entity of the Department of Sport, Arts and Culture

REQUEST FOR QUOTATION (RFQ) ADVERT

UMsunduzi Museum seek to request for a quotation Job Grading Exercise

Quote Number: 0394

DESCRIPTION: Provision of Job Grading Exercise

Name of Institution: UMsunduzi Museum

Date Published: 11 February 2026

Delivery Address: 351 Langalibalele Street

Closing Date and Time: 25 February 2026 at 16:00

Quotation documents can be obtained on email request to:
tndebele@msunduzimuseum.org.za

Submission format: [Email]

For Administrative Queries, please contact
Ms Thembelihle Ndebele
Administration Department
UMsunduzi Museum
033 394 6834 (t)
Email: tndebele@msunduzimuseum.org.za



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Background

The uMsunduzi Museum seek the services of a qualified and experienced service provider to conduct a comprehensive job grading exercise covering all positions from Level 2 to Level 13 (approximately 42 positions), job analysis and reclassification process for the entire organization and produce a fair and equitable grading system and pay structure for all positions in line with the strategy of the Museum.

Museum is a public entity listed as Schedule 3A of the PFMA and its main office is in PMB with a staff compliment of 30 staff members. There is also another branch in Nquthu -Dundee KZN with a staff compliment of 12 staff members. A service provider may be required to attend the site.

Scope of Work

The Museum last undertook an institution wide exercise to review job profiles and grading in 2005. As a result of the long period since the institution last undertook such an exercise many job titles and functions are outdated, misaligned to operational needs and no longer serve their intended purpose. The previous exercise led to an approved organogram of forty- two (42) permanent position.

1. SCOPE OF SERVICES

- 1.1 Appoint a certified Job Analyst to oversee and support the job evaluation and job analysis process and train the Job Evaluation Committee (JEC) to understand and be able to oversee the exercise, including training on the selected job evaluation system/ method.
- 1.2 Develop a detailed job evaluation policy.
- 1.3 Prepare and present a detailed project plan to execute all identified tasks for the exercise: EXCO. Sequenced programme of actions including necessary preparatory work to be completed before the exercise ii. iii. Review the existing job grading methodology and provide adjustments where necessary Evaluate and develop a comprehensive job classification and acceptable grading structure.
- 1.4 Prepare and present a communication plan as part of the change management process for dissemination of information pre, during and post the evaluation process up to approval and implementation.
- 1.5 Conduct interviews with the identified job holders in the presence of the line manager(s). Conduct any other engagements as may be necessary with employees, line managers, sectional heads and other stakeholders.
- 1.6 Conduct job evaluation for all identified positions through data collection, analysis, application of a range of evaluative tools, and review.
- 1.7 Submit reports with the results and recommendations for required changes emanating from the job evaluation process and present reports to the JEC, Senior Managers and Exco.



- 1.8 Prepare and present updated job descriptions as per the job evaluation and analysis results.
- 1.9 Conduct a salary survey benchmarking against other independent public entities, listed as Schedule 3A of PFMA and under the Museums and Heritage sector. Assist with any objections to outcomes of the evaluation and conduct a re-evaluation if recommended.
- 1.10 Develop reclassification guidelines for future processes.
- 1.11 Review and revision of the job evaluation, remuneration and grading, compensation and benefits policy. The review should include exceptional categories of remuneration where ceilings have been reached but progression to the next salary grade is not permissible, with appropriate recommendations for such categories of staff. Recommendations should include non-financial rewards for employees.

2. MINIMUM REQUIREMENTS

- 2.1 Company Profile, company should have at least three (3) years of job evaluation consulting experience.
- 2.2 Proven experience in conducting job evaluation, review and analysis for a minimum of three (3) organizations in the last five (5) years and at least one (1) year in Museums and Heritage Sector.
- 2.3 Three traceable reference letters as evidence the firm has relevant experience and expertise to perform the job at hand.
- 2.4 Job Analyst to be assigned to the project must have at least five (5) years of consulting experience in the Public Sector, 1 year in Museums and Heritage Sector.

3. DELIVERABLES

- 3.1 Undertake a holistic review of the Museum functions, responsibilities and organizational structure.
- 3.2 Detailed job evaluation policy
- 3.3 Grading structure which shows jobs are properly remunerated
- 3.4 Final report to management including market survey data, grading structure and job grading methodology for approval and adoption.
- 3.5 To make any recommendations for any required changes as per the outcomes of the review.
- 3.6 Training of Job Evaluation Committee and HR team
- 3.7 Revised and updated job descriptions.
 - 3.7.1. Comprehensive job grading framework.
 - 3.7.2 Updated classification of all positions (Levels 2–13).
 - 3.7.3 Salary range recommendations per grade.
 - 3.7.4 Final report and presentation to EXCO.



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4. PRICING

4.1 A total project fee

4.2 The price must be inclusive of VAT in carrying out the work, the service provider must ensure that its staff maintains their objectivity by remaining independent of the activities they execute.

5. CONFIDENTIALITY

The service provider will hold material and information exchanged in the course of the implementation of this assignment in the strictest confidence, and will take all steps necessary to prevent dissemination of this information to any third party, without the prior written agreement of the Museum. To ensure that at all times compliance with legal obligations including recent laws such as POPIA.

6. PROJECT TIMELINE

The consultancy is for two (2) months starting on the date of signature of the contract by both parties, subject to adjustments as required and mutually agreed upon. Despite such adjustments the final products are to be provided to the Commission by end of March 2026 from the project inception date.

Quotation Submission Requirements

NB: Interested service providers must return quotations with the following:

1. Completed SBD 4 – Bidders 'declaration (form attached to be completed in full)
2. Completed and signed SBD 6.1 where they claim preference points allocated by the Museum (form attached to be completed)
3. Proof of CIPC Registration or CK Document
4. Proof of registration on Central Database System (CSD) or provide CSD number
5. Valid BBBEE Certificated or Sworn Affidavit. In the event the bidder does not supply either of these two documents, the specific goals points will not be allocated to the bidder
6. 80/20 Evaluation Criteria will be applicable as per specific goals attached on SBD6.1
7. Quotations must be valid for at least 30 calendar days



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Please quote no later than Wednesday 25 February 2026 at 16:00

Technical and Exercise Enquiries:

Contact person: Mrs Nontombi Mchunu

Human Resource Officer

nmchunu@msunduzimuseum.org.za

033 394 6834

For quotation submission and administrative queries please email to the following:

Ms Thembelihle Ndebele

Administration Department

uMsunduzi Museum: 033 394 6834/5

Email: tndebele@msunduzimuseum.org.za

And copy the following email address

Email: mmfeka@msunduzimuseum.org.za

Quotations received after the closing date will not be considered.

The Museum reserves the right not to accept the lowest quotation and to withdraw or amend this RFQ.