



transport

Department:
Transport
REPUBLIC OF SOUTH AFRICA



SPECIFICATIONS

TASK DESCRIPTION: REQUEST TO APPOINT RECRUITMENT AGENCY TO ASSIST THE DEPARTMENT WITH THE HEAD-HUNTING EXERCISE

Item no.	Full description of the requirement	Quantity
	<p>The Department of Transport seeks to appoint a service provider for the recruitment of candidates at the professional/senior executive level who possess unique and/or hard to find skills. The Department requires the services of a high-end service provider to fill this vacancy through a process of headhunting suitable professionals with the required levels of skills and knowledge to achieve its mandate.</p> <p>PROPOSAL SPECIFICATION</p> <p>All proposals are to be submitted in a format specified in this enquiry. Bidders are to submit responses in the following format prescribed below. Failure to adhere to this may result in disqualification and the tender may be deemed as non-responsive.</p> <p>Technical Proposal:</p> <p>The following must be submitted as part of the technical proposal:</p> <p>A. Covering letter- must also indicate the position you are bidding for.</p> <p>B. Company Profile or technical proposal highlighting:</p> <ul style="list-style-type: none">— Bidder's track record and past performance in providing executive headhunting recruitment services recently (2019-2022).— List of executive placements including year, company sourced for, title of job, industry, size of company.— Successful EE Candidates (inclusive of African, Coloured, Indian) and Female placements at Executive/Senior Management Level <p>Methodology and Approach:</p> <ul style="list-style-type: none">• Although every search is different and the process may vary, the search process generally involves multiple phases; we require the head-hunter to describe/propose a rigorous approach and methodology. The headhunting firm must;— Provide in detail the proposed approach, methodology and unique tools and	01

how they will assist DOT in achieving the objectives of this request.

- Demonstrate a clear methodology and approach for filtering and identification of companies and potential candidates,
- Possess and demonstrate an Innovative Market Research/Research strategy,
- Demonstrate understanding of the key requirements and expectations of DOT as outlined in this document, and
- Indicate proposed time lines in conducting the executive search.
- Demonstrate the capability of executing the executive headhunting and placement within record time lines. Attach evidence from past clients.

Company Experience in Executive Management Recruitment:

The prospective companies are required to submit contactable, signed reference letters on the client's letter head referencing to experience in recruiting Executive Management positions/roles. The company and or practitioner (Senior Recruiter) must be registered with APSO (Africa Professional Staffing Organisation). Proof of current and valid registration to be submitted.

The Scope of work:

The head-hunting firm is expected to:

Do a comprehensive research of the South African and international markets to locate the most suitable talent for the appointment of executives and scarce skills staff for the DoT. This will include the following:

Executive / Scarce Skill Research – the service provider must ensure that they understand the requirements of the position (job analysis) and the candidate profile the DoT would like to attract;

Sourcing – attracting and encouraging candidates to apply for the position;

Screening – it would be important that the service provider assist DoT in increasing the success rate of the selection process, by decreasing the number of visibly under qualified job applicants. Furthermore, it would be important for the service provider to assist DoT in meeting its legal and social obligations regarding the composition of workforce;

Presenting a longlist and shortlist – after thorough screening the service provider, will present to the DOT the longlist and shortlist of candidates who are likely to contribute significantly to the DOT's objectives;

The successful bidder should present a shortlist of atleast 10 candidates from which the DoT will make the final selection of candidates for interview and ensure that the candidates qualifications meets SAQA requirements or standards.

Schedule relevant and or optional assessments as and when may be required or where deemed necessary; and

	<p>Provide weekly progress reports to the Department.</p> <p>Standard timelines for headhunting – the following timelines are expected by the DoT:</p> <p>Experience: the service provider must:</p> <ul style="list-style-type: none"> – Have a good track record in headhunting services. Proof of evidence must be provided. – Provide a company profile stipulating industry experience and clients serviced. The reference list must include the client's name, position placed, contact person, contact number and email. – Service provider's performance on past and current projects – Provide reference letters from clients for headhunting services completed, clearly stating the position placed, and the workmanship and ability to complete assignments on time 	
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Standard timelines for headhunting – the following timelines are expected by the DOT:

TASK MILESTONE/ DELIVERABLE TIMELINES	TASK MILESTONE/ DELIVERABLE TIMELINES	TASK MILESTONE/ DELIVERABLE TIMELINES
Executive/Scarce skill search	<p>As per agreed project timelines and milestones:</p> <ul style="list-style-type: none"> • Full search; • Identification and present appropriately experienced candidates who are likely to contribute significantly to meeting the DoT's objectives; and • Interview and evaluate potential candidates, including any internal candidates and those that may be identified by the DoT or from other sources 	Week 1 – 4
Long- and short listing of potential candidates	<ul style="list-style-type: none"> • Submit long-list for approval by DoT; • Short-list suitable candidates; and • Verifications and background checks on the shortlist, before any interviews are scheduled. 	Week 4 - 6
Final selection of candidates	Support to DoT in final selection of candidates	Week 7 - 8

Experience – the service provider must:

- Have a good track record in headhunting services. Proof of evidence must be provided.
- Provide the company profile stipulating the industry experience and clients serviced. The reference list must include the client's name, position placed, contact person, contact number and email.
- Service provider's performance on past and current projects
- Provide reference letters from clients for headhunting services completed, clearly stating the position placed, and the workmanship and ability to complete assignments on time.

PRE-QUALIFICATION CRITERIA TO ADVANCE CERTAIN GROUPS

Only headhunting firms with a level 1-3 B BBEE contributor status will be considered