

MEMORANDUM

To: All FOSKOR Contractors

From: Procurement Office

Date: 30 January 2026

FOSKOR Contractor Recruitment of Entry-Level Positions

1. Background

FOSKOR operates within the Ba-Phalaborwa Municipality, where local community interests are represented by the **Ba-Phalaborwa Community Forum (BCF)**. Following several engagements with the BCF, FOSKOR has been requested to encourage that all contractors to adopt implement a standardized and transparent process for recruiting **entry-level workers**, for FOSKOR contracts.

This process has been in use during previous BCF terms and has now been formally requested for reinstatement to ensure that employment opportunities for local community members are maximized.

Accordingly, all contractors are encouraged to **adhere to the recruitment process outlined below with immediate effect**.

2. Requested Recruitment Process for Contractors

All contractors are encouraged to follow the steps below when recruiting **entry-level position** personnel for work executed on FOSKOR sites:

1. **Source locally:** Contractors are encouraged to recruit all entry-level position workers from the local communities of Ba-Phalaborwa.
2. **Submit job advertisements:** All job adverts for entry-level roles to be submitted to the **FOSKOR Corporate Affairs Department**.
3. **Use designated contact person:** Contractors will receive the contact details of the dedicated Corporate Affairs representative handling this process.
4. **BCF distribution:** FOSKOR Corporate Affairs will forward the job advertisement to the **Ba-Phalaborwa Community Forum (BCF)** for distribution to community members.
5. **BCF CV collection:** The BCF will collect CVs from interested community applicants and submit them to Corporate Affairs.
6. **Forwarding of CVs:** Corporate Affairs will submit all collected CVs to the relevant contractor for assessment and processing in line with the contractor's internal recruitment procedures.
7. **Timelines:** Contractors are to communicate the requested timelines for the soliciting of community member CVs, in line with their Project Schedules.
8. **Recruitment report:** Upon finalising the recruitment process, contractors must submit a recruitment report to Corporate Affairs.
9. **Feedback to BCF:** Corporate Affairs will communicate the recruitment outcome to the BCF.



10. **Contractor responsibility:** Contractors remain fully responsible for vetting and selecting candidates based on the technical, operational, and safety requirements of the role, and must do so at its sole discretion.
11. **Corporate Affairs contact details:**
Mr. Nkosohlanga Mxosa
Email: nkosim@foskor.co.za
Tel: 015 789 2167 / 060 933 3959

3. Implementation

This memorandum serves as the formal request for new and existing contractors to adhere to the proposed recruitment process for entry level employment opportunities at Foskor sites. Contractors are requested to align their recruitment processes accordingly.

4. Enquiries

For any questions regarding this process, please contact the Corporate Affairs Department or the Procurement Office.

Regards,

Sherwin Thomas
Acting GM: Procurement



Signed with Impression - Chain of Custody



Signature Request

Signature Request ID:	945c5ff0-5e8c-41e5-b27e-788e5bbf75c5	Timestamp:	2026-01-30 10:22:12 GMT
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Email Evidence

Signee Email:	sherwint@foskor.co.za	Email Subject:	Not available in Silent Mode
Email Sent Timestamp:	Not available in Silent Mode	Email Opened Timestamp:	Not available in Silent Mode

Web Evidence

Signee IP Address:	105.184.24.20	Request Timestamp:	2026-01-30 10:21:35 GMT
Signee GPS (if shared):	ZA: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/144.0.0.0 Safari/537.36 Edg/144.0.0.0	Terms Accepted Timestamp:	2026-01-30 10:21:46 GMT

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