

Annexure A: Service Provider Resource Confirmation Template

(Payroll Officer Placement – Water Research Commission)

1. Service Provider Details

Company Name: _____

Contact Person: _____

Designation of Contact Person: _____

Email Address: _____

Telephone Number: _____

2. Confirmation of Proposed Resource Compliance

We, the undersigned, hereby confirm that the resource proposed for the Payroll Officer position meets **all mandatory requirements** as listed by the Water Research Commission (WRC).

2.1 Candidate Details

Full Name of Proposed Resource: _____

Proposed Position: Payroll Officer

Duration of Placement: Six (6) months at WRC offices

A full CV of the proposed resource is attached.

(Tick to confirm) Attached

2.2 Confirmation of Compliance with Required Skills & Experience

We confirm that the proposed resource meets the following requirements (please tick each):

Requirement	Confirm (<input checked="" type="checkbox"/>)
<p>At least 3 references of similar size/complexity (public sector preferred). Attach 3 reference letters that support this requirement.</p> <p>List the names of the entities/organisation of the attached reference letters:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p>	<input type="checkbox"/>
<p>Demonstrable experience with SARS eFiling and Easyfile (EMP201/501, IRP5), UIF, COIDA</p> <p>Briefly state the experience the resource has that is relevant to this line item:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<input type="checkbox"/>

<p>Demonstrable experience with Sage300 Payroll system</p> <p>Briefly state the experience the resource has that is relevant to this line item:</p> <hr/> <hr/> <hr/> <hr/>	<input type="checkbox"/>
<p>Experience with Microsoft Office, specifically strong Excel skills</p> <p>Briefly state the experience the resource has that is relevant to this line item:</p> <hr/> <hr/> <hr/> <hr/>	<input type="checkbox"/>
<p>Possession of a Degree in Accounting / Finance or equivalent qualification</p> <p>Briefly state the Degree in Accounting / Finance or equivalent qualification:</p> <hr/> <hr/>	<input type="checkbox"/>

3. Acknowledgement of WRC Interview and Approval Process

We acknowledge and accept the following:

- The WRC may conduct an **informal interview** with the proposed candidate to verify skills, experience, and suitability.
- The **Chief Financial Officer (CFO)** will make the final decision on whether the candidate is approved for placement.

(Tick to confirm) Acknowledged

4. Replacement Commitment (If Candidate is Not Approved)

We confirm and undertake that:

- If the initially proposed candidate is **not approved** by the CFO,
- We will provide a **suitable replacement within five (5) working days**,
- And the replacement candidate will also meet the required criteria and be approved by the CFO before placement.

Failure to meet this requirement may result in **immediate termination** of the award/contract without further written notice.

(Tick to confirm) Accepted

5. Declaration

We declare that the information provided above is true and correct, and that we accept the conditions as outlined by the Water Research Commission.

Name of Authorised Signatory: _____

Position/Designation: _____

Signature: _____ **Date:** _____