



City of Johannesburg
Johannesburg Development Agency

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www.jda.org.za
www.joburg.org.za

INVITATION TO BID

REQUEST FOR FORMAL WRITTEN PRICED QUOTATIONS

ADVERT DATE: 22 MAY 2024

COMPULSORY BRIEFING MEETING: N/A

TIME: N/A

CLOSING DATE: 28 MAY 2024

CLOSING TIME: 12H00

BID DESCRIPTION: RFQ-RECRUIT TEMPS-EXECUTIVE SUPPORT FINANCE SIX (6) MONTHS), ACCOUNTS PAYABLE OFFICER THREE (3) MONTHS & 2X HC ADMINS THREE (3) MONTHS FOR THE JDA

BID NUMBER: JDAHR/RECRUIT TEMPS/05/2024

BID DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT:
Offices of the Johannesburg Development Agency, 3 Helen Joseph Street, The Bus Factory, Newtown, Johannesburg, 2000

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE (see definition below)

¹*MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Procurement **Contact Person:** Mr. Siyambonga Gcobo
Tel: 011 688 7811 **Fax:** 011 688 7899 **E-mail:** sgcobo@jda.org.za

ANY REQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Department: Human Resources **Contact Person:** Ms. Kelebogile Lekgetho
Tel: 011 688 7881 **Fax:** 011 688 7899 **E-mail:** klekgetho@jda.org.za

PLEASE NOTE: TENDERS MUST BE SUBMITTED ON THE TENDER DOCUMENTATION ISSUED. TENDER DOCUMENTATION MUST NOT BE REPRODUCED OR REARRANGED. ANY ADDITIONAL INFORMATION MUST BE SUBMITTED AS A SEPARATE ATTACHMENT TO THE TENDER DOCUMENT FAILURE TO DO SO WILL RESULT IN YOUR BID BEING DISQUALIFIED

OFFER PAGE

**THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO WILL RESULT IN YOUR BID BEING DISQUALIFIED)**

NAME OF BIDDER

BID DESCRIPTION

.....

BID NUMBER

POSTAL ADDRESS

STREET ADDRESS

CONTACT PERSON

TELEPHONE NUMBER CODE NUMBER

CELLPHONE NUMBER

FACSIMILE NUMBER CODE NUMBER

E-MAIL ADDRESS

COMPANY REGISTRATION NUMBER

NATIONAL CENTRAL SUPPLIER DATABASE NUMBER

VAT REGISTRATION NUMBER

TAX VERIFICATION PIN NUMBER

TOTAL BID PRICE R..... **INCLUDING VALUE ADDED TAX**

TOTAL BID PRICE in words

.....

.....

..... **INCLUDING VALUE ADDED TAX**

SIGNATURE OF BIDDER

CAPACITY UNDER WHICH THIS BID IS SIGNED

DATE

FAILURE TO COMPLETE THE OFFER PAGE IN FULL WILL RESULT TO SUCH A BIDDER BEING DISQUALIFIED.

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BID DESCRIPTION: RFQ-RECRUIT TEMPS-EXECUTIVE SUPPORT FINANCE SIX (6) MONTHS), ACCOUNTS PAYABLE OFFICER THREE (3) MONTHS & 2X HC ADMINS THREE (3) MONTHS FOR THE JDA

SUPPLIERS DATABASE REGISTRATION

National Treasury launched the National Central Supplier Database (NCSD) with effect from 1 September 2015.

This will enable prospective suppliers to register their companies on the following website www.csd.gov.za

Transitional Period (1 September 2015 to 30 June 2016)

1. During the transitional period suppliers are requested to register on the website where all their essential information such as Tax Clearance Certificates, VAT, Company Registration Numbers and CIPC business status will be verified.
2. When conducting business with the JDA, you will be requested to provide us with the following:
 - Supplier Number and;
 - Supplier Registration Security Code so we can print your real-time information;
 - Banking details with bank Stamp and;
 - Certified BBBEE Certificate.

Once a supplier has registered on NCSD, it will no longer be a requirement to provide the JDA with an Original Tax Clearance Certificate or any other registration documents.

After Transitional Period 1 July 2016

Effective 1 July 2016, the JDA will only award business to suppliers who are registered on NCSD and suppliers will no longer be required to provide information as stipulated above.

For more registration information, please:

Mr. Siyambonga Gcobo on 011 688 7811

To all Stake Holders

RE: The channels of reporting fraudulent and Corrupt Activities

The City of Johannesburg has a **zero-tolerance approach to Fraud, Theft, Corruption, Maladministration, and Collusion** by suppliers with employees.

To reinforce this commitment, more channels have been added to report any Fraudulent and Corrupt activities.

Instances of corporate fraud and misconduct remain a constant threat to service delivery. The City of Johannesburg took a resolution to adopt strategic interventions aimed at combatting fraud and corruption.

The City took a decision to centralize the reporting of fraudulent and corrupt activities through the establishment of an independent fraud hotline.

All people doing business with the Johannesburg Development Agency are encouraged to report any corrupt or illegal practice.

Employees are encouraged to report fraud, waste or other concerns suggestive of dishonest or illegal activities.

Anyone can report fraudulent and corrupt activities through one of the following channels:

- Toll free number: 0800-0025-87 (all official languages)
- Email Address: Whistle@joburg.org.za
- Walk in: 48 Ameshhof Street, SAPPI Building, East Wing, 5th Floor
- Social Media Pages: Facebook (Group Forensic and investigation services GFIS) and Twitter (@cojgfis)
- Management Request and referrals: Various Departments and Entities



Let's join hands to take up the Fight against Fraud and Corruption in our society.

WE ENCOURAGE ALL PEOPLE DOING BUSINESS WITH US TO REPORT ANY CORRUPT OR ILLEGAL PRACTICE

RFQ- EXECUTIVE SUPPORT FINANCE SIX (6) MONTHS), ACCOUNTS PAYABLE OFFICER THREE(3) MONTHS & 2X HC ADMINS THREE (3) MONTHS - TEMPS

ADVERT DATE: 22 MAY 2024

COMPULSORY BRIEFING MEETING: N/A

TIME: N/A

CLOSING DATE: 28 MAY 2024

CLOSING TIME: 12H00

BID DESCRIPTION: RFQ-RECRUIT TEMPS-EXECUTIVE SUPPORT FINANCE SIX (6) MONTHS), ACCOUNTS PAYABLE OFFICER THREE (3) MONTHS & 2X HC ADMINS THREE (3) MONTHS FOR THE JDA

BID NUMBER: JDAHR/RECRUIT TEMPS/05/2024

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BID DESCRIPTION: RFQ-RECRUIT TEMPS-EXECUTIVE SUPPORT FINANCE SIX (6) MONTHS), ACCOUNTS PAYABLE OFFICER THREE (3) MONTHS & 2X HC ADMINS THREE (3) MONTHS FOR THE JDA

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1. INTRODUCTION

The Johannesburg Development Agency (JDA) Finance and HR Departments needs capacity of Executive Support Finance six (6) months, Accounts Payable Officer three (3) months & 2x HC Admins three (3) months.

The temporary appointment is due to vacant positions and lack of capacity. This contract will only be for stipulated durations with no extension. Attached are the job description, which are the basis of the candidates that are required for this role, CV should match the job profile.

1.1 Background

The offer must be inclusive of the salary of the candidate and the management fees of the agency, as the incumbent will be contracted by yourself.

2. Scope of Work

The proposal must illustrate the amount of salary and that of management fees per month and for the total duration of the contract which are:

- a) Six (6) months for Executive Support.
- b) Three (3) months for Accounts Payable Officer and
- c) Three (3) months for the 2 x Human Capital Admins.

The offer must be accompanied by four (4) CVs of the potential candidates and that the individual job profiles are annexed hereto.

3. APPOINTMENT

The services are required for a period of no longer than six (6) months for Executive Support and 3 months for Accounts Payable Officer and HC Admins.

4. NOTES

- 4.1 Applicants are to ensure that they have adequate resources to undertake the work under stringent timeframes.
- 4.2 Disputes shall be settled in good faith between parties in an effort to resolve the dispute. If the dispute is not resolved at that meeting, the Parties will attempt to settle it by mediation.
- 4.3 The JDA reserves the right to ask tenderers to replace any member/s of the proposed team if they do not meet the JDA requirements.
- 4.4 Successful tenderers will be required to sign the JDA's Standard Form Agreement and appendices.
- 4.5 The JDA reserves the right to ask tenderers to replace any member/s of the proposed team if they do not meet the JDA requirements.
- 4.6 No tender will be awarded to a bidder whose tax matters are not in order with SARS.

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BID DESCRIPTION: RFQ-RECRUIT TEMPS-EXECUTIVE SUPPORT FINANCE SIX (6) MONTHS), ACCOUNTS PAYABLE OFFICER THREE (3) MONTHS & 2X HC ADMINS THREE (3) MONTHS FOR THE JDA

4.7 No tender will be awarded to a bidder who is not registered on CSD.

4.8 The tender is issued out in line with the Popi Act

4.9 The tender will be evaluated in terms of the PPR of 2022.

5. **PRICING**

Table below serves as a guide to pricing required from each bidder as follows.

5.1 Fees must include standard disbursements such as typing, reproduction, copying, binding of documents, telephonic / electronic and facsimile communications, courier, local travel and accommodation, etc.

5.2 **Tenderers must ensure that the final TOTAL FEE INCLUSIVE OF VAT is correctly carried to the “offer” page. The value recorded on the offer page will be regarded as the tendered amount to render services. Failing to price as required will result in the tender being disqualified.**

5.3 Successful tenderers will be remunerated in accordance with JDA's Standard Form Agreement.

Failure to complete in full the pricing table and price as required will result in the tender being disqualified for noncompliance.

Detailed below is information upon which fees must be based on (refer to item 2 and 4 above for detailed scope of work).

5.1.1 PRICING TABLE

Table 1 - PRICING TABLE

DESCRIPTION	PRICE	TOTAL
Salary (Executive Support) Per month	R26 000.00 X 6 months	R156 000.00
Salary (Accounts Payable Officer) Per month	R30 000.00 x 3 months	R 90 000.00
Salary (HR Admin)	R 16 800.00 x 3 months	R 50 400.00
Management fees per month	R	R
Total Price Vat Exclusive		R
15% Value Added Tax		R
Total Price Vat Inclusive		R

TOTAL VAT INCLUSIVE PRICE MUST BE CORRECTLY CALCULATED AND TRANSFERRED TO THE OFFER PAGE AND FAILURE TO DO THAT, THE BIDDER WILL BE DISQUALIFIED

6. ASSESSMENT CRITERIA

Submissions will be evaluated on the criteria to follow:

- Compliance
- Technical Competence
- Price and Specific Goals
- Risk Tolerance/Commercial risk.

6.1 Compliance

Bidders will be disqualified for:

- If any of its directors are listed on the register of defaulters;
- In the case of a bidder who during the last five years has failed to perform satisfactorily on previous contracts with the JDA or any other organ of state after written notice was given to that bidder that performance was unsatisfactory;
- Bidders who did not complete, in full, the tender offer page (i.e. priced, all registration numbers provided and signed);
- Bidders whose tender document has been completed in pencil;
- Bidders whose document has been faxed or e-mailed;
- Bidders whose tender document has been received after the closing time;
- Bidders whose tender document has not been deposited in the tender box at the time of closing;
- Bidders who fail to price as required i.e. as stipulated in item 6 herein;
- Bidders who did not comply with any other requirement as set out in the tender specifications;
- Bidders who failed to attend the compulsory tender briefing session;
- Bidders who have any directors in the employment of the state.
- Bidders who are not registered with the National Central Supplier Database.
- Bidders whose company directors owe the municipality rates and taxes over 90 days.
- Bidders whose company tax matters are not in order with SARS.

The pricing schedule, included as part of this document, must be completed and submitted together with your proposal. In addition to the pricing schedule, the bidder is expected to provide a detailed cost breakdown for the various project activities.

6.2 Technical Competence

The technical assessment is based on the criteria set-out below namely:

- (A) Key returnable documents,
- (B) Key Personnel experience and track record of the Project Team,
- (C) Company experience on completed similar projects by the company,
- (D) Contactable reference letters in the client's letter head as proof on what is mentioned on item no above for experience of the company.

Tenderers will have to submit compliant documents and score a minimum number of points in the technical evaluation in order to be considered further in the evaluation process.

The technical assessment is based on the criteria set-out below, failure to attach or submit the said documents will result in your submission being set aside.

The technical assessment is based on the criteria set-out below namely:

- key returnable documents (As stated above)
- key personnel as described above in item 2
- The experience of the company and Contactable reference letters in recruitment services

Total points 120, Minimum points required 84 which is 70%.

Variables	Total Points	Criteria	Description of criteria	Max Points
KEY RETURNABLE DOCUMENTS per item 6.3 to 6.19 herein	0 Points	Valid BBBEE status level certificate	Points will only be allocated for key returnable documents submitted as required / stipulated in item 7.3 to 7.19 herein	N/A
		Company registration documents		N/A
		CTS letter from SARS		N/A
		Valid Professional Indemnity Insurance R2m		N/A
		Current municipal rates account / affidavit		N/A
		3 Years audited financial statements		N/A
		Certified copies of identity documents		N/A
		Annexure A - G(in full and signed)		N/A
Variables	Total Points	Criteria	Description of criteria	Points
CAPABILITY OF PROPOSED TEAM per item 6 and Annexure G	40	PROJECT MANAGER		
		Minimum five (5) years and more of experience in recruitment services. Evidence of working on similar projects in terms of scale and complexity.	CV's must show projects, values, roles played and period. Proof of qualification must be provided to obtain the points CVs meet the minimum requirements of the role as outlined in the job profile/description	20
		A Bachelor's degree in Bachelor's Degree in Human Resources and or any related and or relevant recruitment qualifications to be attached.		20
Variables	Total Points	Criteria	Description of criteria	Points
COMPANY EXPERIENCE per item 6 and Annexure H	40	COMPANY SCHEDULE OF COMPLETED PROJECTS		
		Five and more similar projects completed in the past five years	Points will only be allocated for having rendered the required services on organisational climate and culture survey. Nonrelated projects will not be considered.	40
		Three to four similar projects completed in the past five years		25
		One to two similar projects completed in the past five years		15
	40	REFERENCES FOR COMPLETED PROJECTS		
		Five and more satisfactory letters on similar projects completed in the past five years	References must be on client letterhead, stamped and signed by the client and must include the name / description of the related /similar project, it must confirm the service rendered, the value of the works, the date	40
		Three to four satisfactory letters on similar projects completed in the past five years		25

		One to two satisfactory letters on similar projects completed in the past five years	completed and a comment of the level of satisfaction with the service. References must be for projects of similar nature under project experience, and relevant to this project only. Appointment letters, Purchase Orders etc. will NOT be considered as references. If any of the required information is not contained in the reference, then zero points will be awarded	15
--	--	--	--	----

6.3. Price and Specific goals

- Bids will then be evaluated in accordance with the prescripts of the Preferential Procurement Policy Framework Act (PPPFA) and the associated Preferential Procurement Regulations of 2022, which stipulate an 80/20 preference point system is applicable and will be calculated with a rand value up to R50 million (all applicable taxes included).
- A valid SANAS B-BBEE Status Level Verification certificate or a B-BBEE certificate issued by the Companies and Intellectual Property Commission, with the exception of EME's and QSE's who are required to submit sworn affidavit in terms of Code of Good Practice. The sworn affidavit must be signed by the EME representative and attested by a Commissioner of oath.
- As bids are only invited for requirements with a rand value up to R50 000 000.00, the 80/20 system shall be applicable and will be calculated as follows:

ITEM	COMPONENT	POINTS
1.	Price:	80
2.	Preferential points: Specific goals	20
TOTAL:		100

Preference points shall be based on the Specific Goal as per below:

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Means of Verification / Evidence
Business owned by 51% or more - Black People	5		- B-BBEE certificate or QSE/EME - Affidavit; - Company Registration Certification

			· Certified Identification Documentation. · CSD report
Business owned by 51% or more — Women	5		· Company Registration Certification · Certified Identification Documentation · CSD report
SMME (EME or QSE)	5		• BBBEE Certificate / Affidavit • CSD registration
Locality within City of Johannesburg	5		Municipal Account or Proof of Residence sign by local councillor
Total Points	20		Failure to attach evidence will lead to scoring zero points

6.4 Risk Tolerance / Commercial Risk

The JDA has adopted a Risk Tolerance Framework (RTF) which directs the JDA to consider its risk exposure to contractors/Service Providers in terms of the number of contracts awarded to a single Contractor/service provider or the total value of contracts awarded to a single Contractor/service provider in a particular year.

In terms of the Risk Tolerance Framework, the JDA determine the risk exposure as excessive in instances where the value of the contracts for individual **Professional Service providers e.g. Project manager, Engineers, Quantity Surveyor and Consultants**) is either:

1. The greater of **R8 million** or four contracts/ projects in the current financial year or
2. The greater of **R12 million** or six contracts/projects over two financial years (current year and previous financial year).

And

For **multi-disciplinary professional teams** in instances where the value of the contracts awarded is (e.g. more than one discipline being provided by the same bidder) is either:

1. The greater of **R12 million** or six contracts/ projects in the current financial year or
2. The greater of **R20 million** or nine contracts/projects over two financial years (current year and previous financial year)

A risk analysis shall be undertaken on the bidder with the highest number of points obtained, to determine whether the tenderer does not exceed the JDA's risk framework criteria as stated above, in other words whether it falls within the ambit of the Risk Tolerance Framework as acceptable. JDA reserves the right to award a contract to a bidder who has exceeded the threshold as stated above.

Over and above the number of projects and values, bidders will be further evaluated on commercial risks which will include but not limited to the following: poor performance on previous projects, available resources for the project, unduly high or unduly low tendered rates, significant arithmetical errors and omissions in the tender offer.

The above may impact the outcome of the evaluation

- JDA reserves the right to award a contract to a bidder who has exceeded the threshold as stated above.
- Shortlisted bidders may be requested to attend interviews should there be a need for clarity
- Bidders are to note that JDA does not bind itself to accept the lowest priced bid

7. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS

The words “**BID DESCRIPTION:** RFQ-RECRUIT TEMPS-EXECUTIVE SUPPORT FINANCE SIX (6) MONTHS), ACCOUNTS PAYABLE OFFICER THREE (3) MONTHS & 2X HC ADMINS THREE (3) MONTHS FOR THE JDA” must be written / typed clearly on the envelope.

The envelope must be deposited in the tender box at the **Johannesburg Development Agency, Ground Floor, The Bus Factory, 3 Helen Joseph Street (formerly known as President) and Newtown** only between the hours of 08H00 and 17H00.

The RFQ closes at 12h00 on the 28 MAY 2024.

NO LATE / E-MAILED/ TELEPHONIC / FAXED / POSTAL TENDERS WILL BE ACCEPTED OR CONSIDERED.

The Johannesburg Development Agency's selection of qualifying tenders shall be in the Johannesburg Development Agency's sole discretion and shall be final. The Johannesburg Development Agency does not bind itself to accept any particular tender and no correspondence will be entered into.

Unsuccessful bidders will have the opportunity to query the award or decision within fourteen (14) calendar days from the day of notification.

The tender offer validity period for this tender is 120 days.

Queries can be addressed in writing to:

Procurement:

Siyambonga Gcobo

E-mail: sgcobo@jda.org.za

Technical:

Kelebogile Lekgetho

E-mail: klekgetho@jda.org.za

ANNEXURE A: BUSINESS DECLARATION

Tender/RFQ Number:

Tender/RFQ Description:

Name of Company:

Contact Person:

Postal Address:

.....

Physical Address:

.....

Telephone Number:

Fax Number:

Cell Number:

E-mail Address:

Company/enterprise Income

Tax Reference Number :

(Insert personal income tax number if a one person business and personal income tax numbers of all partners if a partnership)

VAT Registration Number:

Company Registration Number:

1. Type of firm

☐ Partnership

☐ One person business/sole trader

☐ Close corporation

☐ Public company

☐ Private company

(Tick one box)

2. Principal business activities

.....

.....

.....

3. Total number of years company has been in business:

4. Detail all trade associations/professional bodies in which you have membership

.....

.....

.....

5. Did the firm exist under a previous name?

☐ Yes

☐ No

(Tick one box)

If yes, what was its previous name?

6. How many permanent staff members are employed by the firm:

Full Time :

Part Time :

7. In the case of a firm which renders services for different disciplines, how many permanent staff members are employed by the firm in the discipline for which you are tendering:

Full Time :

Part Time :

8. What is the enterprise's annual turnover for the last two years and what is the estimated turnover of current commitments.

R **Year**

R **Year**

R **Year**

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9. List all contracts which your company is engaged in and have not yet completed:

CONTRACT DESCRIPTION	LOCATION	COMPANY/ EMPLOYER	PROJECT VALUE	ESTIMATED FEES	EXPECTED COMPLETION (MONTH & YEAR)

10. Banking details

I/We hereby request and authorise you to pay any amounts which may accrue to me/us to the credit of my/our account with the mentioned bank.

I/We understand that the credit transfers hereby authorised will be processed by computer through a system known as the “ACB Electronic Fund Transfer Service” and

I/We also understand that no additional advice of payment will be provided by my/our bank, but details of each payment will be printed on my/our bank statement or any accompanying voucher.

This authority may be cancelled by me/us giving **30 days'** notice in writing.

BANK :

BRANCH :

BRANCH CODE :

ACCOUNT NUMBER :

ACCOUNT HOLDER :

TYPE OF ACCOUNT :

CONTACT PERSON :

CONTACT NUMBER :

PLEASE INCLUDE ORIGINAL SIGNED AND STAMPED LETTER FROM THE BANK CONFIRMING THE COMPANY'S BANKING DETAILS, PHOTOSTAT COPIES AND LETTERS BEARING ELECTRONIC SIGNATURES WILL NOT BE ACCEPTABLE.

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the company, affirms that the information furnished in response to this request for proposal is true and correct:

SIGNATURE :

NAME IN FULL :

CAPACITY :

DULY AUTHORIZED TO SIGN ON BEHALF OF:

DATE :

COMPANY STAMP

ANNEXURE B: DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state*.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name:

3.2 Identity Number:

3.3 Position occupied in the company (director, trustees, shareholder**)

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders / members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state* **YES / NO**

If yes, furnish particulars

.....
.....

3.9 Have you been in the service of the state for the past twelve months? **YES / NO**

If yes, furnish particulars

.....
.....

3.10 Do you, have any relationship (family, friend, other) with persons in the service of the state and

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who may be involved with the evaluation and or adjudication of this bid?

YES / NO

If yes, furnish particulars

.....
.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

If yes, furnish particulars

.....
.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

If yes, furnish particulars

.....
.....

3.13 Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

If yes, furnish particulars

.....
.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders or stakeholders of this company have any interest in any other related companies or businesses whether or not they are bidding for this contract?

YES / NO

If yes, furnish particulars

.....
.....

4. Full details of directors / trustees / members / shareholders.

FULL NAME	IDENTITY NUMBER	STATE EMPLOYEE NUMBER

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

- * MSCM Regulations: “in the service of the state” means to be –
- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
 - (b) a member of the board of directors of any municipal entity;
 - (c) an official of any municipality or municipal entity;
 - (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
 - (e) a member of the accounting authority of any national or provincial public entity; or
 - (f) an employee of Parliament or a provincial legislature.

** “Stakeholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

ANNEXURE C: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? (To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
Item	Question	Yes	No

4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.5.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

.....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

MAY 2024

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BID DESCRIPTION: RFQ-RECRUIT TEMPS-EXECUTIVE SUPPORT FINANCE SIX (6) MONTHS), ACCOUNTS PAYABLE OFFICER THREE (3) MONTHS & 2X HC ADMINS THREE (3) MONTHS FOR THE JDA

ANNEXURE D: PARTICULARS OF CONTRACTS AWARDED BY AN ORGAN OF STATE* DURING THE LAST 5 YEARS**

(In the event of insufficient space, kindly attach documentation)

EMPLOYER	NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

Organ of State means-

- ♦ a) a national or provincial department;
- ♦ b) a municipality;
- ♦ c) a constitutional institution defined in the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- ♦ d) Parliament;
- ♦ e) a provincial legislature;
- ♦ f) any other institution or category of institutions included in the definition of “organ of state” in section 239 of the Constitution and recognised by the [Minister](#) by notice in the *Government Gazette* as an institution or category of institutions to which [this Act](#) applies

.....
Signature

(of person authorised to sign on behalf of the organisation)

.....
Position

.....
Name of Bidder

.....
Date

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BID DESCRIPTION: RFQ-RECRUIT TEMPS-EXECUTIVE SUPPORT FINANCE SIX (6) MONTHS), ACCOUNTS PAYABLE OFFICER THREE (3) MONTHS & 2X HC ADMINS THREE (3) MONTHS FOR THE JDA

ANNEXURE E: CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

“RFQ-RECRUIT TEMPS-EXECUTIVE SUPPORT FINANCE SIX (6) MONTHS), ACCOUNTS PAYABLE OFFICER THREE (3) MONTHS & 2X HC ADMINS THREE (3) MONTHS FOR THE JDA”

in response to the invitation for the bid made by:

Johannesburg Development Agency

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:

_____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraph 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation);
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

.....	
Signature	Position

.....	
Name of Bidder	Date

ANNEXURE F: DECLARATION ON STATE OF MUNICIPAL ACCOUNTS

A Any bid will be rejected if:
Any municipal rates and taxes or municipal service charges owed by the bidder or any of the directors to the municipality or a municipal entity, or to any other municipality or municipal entity, are in arrears for more than three months.

B Bid Information

- i. Name of bidder:
- ii. Registration Number:
- iii. Municipality where business is situated
- iv. Municipal account number for rates:
- v. Municipal account number for water and electricity:
- vi. Names of all directors, their ID numbers and municipal account number.
 1.
 2.
 3.
 4.
 5.
 6.
 7.

C Documents to be attached.

- i. A copy of municipal account mentioned in B (iv) & (v) (Not older than 3 months)
- ii. A copy of municipal accounts of all directors mentioned in B(vi) (Not older than 3 months)
- iii. Proof of directors

I/We declare that the abovementioned information is true and correct and that the following documents are attached to this form:

.....
.....

Signature

Date

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BID DESCRIPTION: RFQ-RECRUIT TEMPS-EXECUTIVE SUPPORT FINANCE SIX (6) MONTHS),
ACCOUNTS PAYABLE OFFICER THREE (3) MONTHS & 2X HC ADMINS THREE (3) MONTHS FOR THE JDA

ANNEXURE G: ORGANOGRAM

The tenderer shall list below the key personnel proposed for this project in the discipline and designation being tendered for.

DESIGNATION	NAME AND NATIONALITY	SUMMARY OF QUALIFICATIONS & EXPERIENCE

NOTE: Detailed Curriculum Vitae (CV's) of the above proposed candidates must be provided. Said CV's MUST indicate the name and description of the project, role played in the project, project value, and the start and end dates of the project. In addition proof of relevant qualifications and of memberships to relevant professional associations must also be provided for the above proposed candidates.

ANNEXURE H – JOB PROFILES

1. EXECUTIVE SUPPORT

JOB PROFILE – **EXECUTIVE SUPPORT: FINANCE**

1. Position Detail

Job Title (Company)	Executive Support: Finance
Job Title (Generic)	N/A
Current Job Grade	
Date Reviewed	13 October 2020
Location	Newtown, Johannesburg

Position in the Organisation:

Department	Finance
Position being Evaluated	Executive Support: Finance
1st Line Manager	Chief Financial Officer
2nd Line Manager	Chief Executive Officer
Direct Subordinate(s)	N/A

Organisational structure: (Include 2 levels up and 1 level down)



Overall Purpose of the Job
To provide administrative and secretarial support to the Chief Financial Officer (CFO), provide financial administration support, and ensure the smooth running of the Office of the CFO.

Education (Formal Qualification Required)

Minimum
National Diploma in Finance (NQF Level 6)
Ideal
Degree in Finance (NQF Level 7)

Legal Requirements (e.g. Driver's License, Blasting Certificate, etc.)

Minimum
N/A
Ideal
N/A

Training and Knowledge (Should the current incumbent leave)

Minimum
Basic knowledge of MFMA, Treasury Regulations and IIA standards Knowledge of Project Management principles
Ideal
N/A

Experience (Minimum Experience Required - type and number of years)

Minimum	Minimum time spent in job
Secretarial and administrative experience for an executive level position, with financial administration experience	3 to 5 years

2. Position Description

KPA / Main Outputs and Responsibilities for this Position	Detailed Description	Weighting / Time Spent
Administrative Support to the CFO	- Manage the diary of the CFO, scheduling appointments, meetings, conference and teleconferences so that there is effective use of the CFO's time. - Engage with the CFO to establish critical priorities for diary scheduling purposes. - Collate meeting documentation, when required, for submission to the CFO prior to scheduled meetings. - Coordinate travel arrangements with the appointed travel service provider, and document a travel itinerary, as and when required. - Assist the CFO in carrying out personal tasks. - Liaise with all stakeholders to gather submissions or collate reports for submission to the CFO. - Screen incoming telephone calls, taking detailed messages, and attending to telephone queries on behalf of the CFO. - Manage e-mail correspondence on behalf of the CFO. - Receive and track incoming documentation for signature. - Compile the CFO's claim forms to be approved and processed by Finance. - Prepare routine correspondence and compile data, statistics and other information. - Maintain and safeguard the CFO's confidential records of discussions, instructions and correspondence. - Back up the CFO's electronic documents on a regular basis. - Prepare documents (memo's, presentations, reports, etc.) for review and presentation at the relevant Committees.	40%
Office Administration	- Participate in internal and external meetings, take and distribute minutes, and follow up on action items. - Maintain an updated and confidential document management system to safeguard information and allow for the secure access and retrieval of records, as and when required. - Maintain the financial management databases.	30%

KPA / Main Outputs and Responsibilities for this Position	Detailed Description	Weighting / Time Spent
	- Support and facilitate the completion of regular reports. - Coordinate procurement for the office in accordance with SCM policy. - Process requisitions for payments for accommodation, travel, etc. and coordinate processing of invoices, conducting follow-ups on payments. - Monitor and control office stationery. - Monitor and report on departmental expenditure against approved budget and inform the CFO on any budget deviations. - Process incoming and outgoing mail/faxes/e-mails/memos. - Photocopy, collate and distribute documents, when required. - Receive visitors and guests, and direct them to relevant staff member. - Provide administrative support to the department, in terms of filing, scheduling appointments, advising on compliance matters and editing reports	
Financial Administration	- Manage petty cash in accordance with company policy and procedures: - Receive a claim for petty cash and check all documentation for accuracy and completeness. - Update petty cash register and sign out petty cash for payment to employee. - Issue a petty cash receipt to employee. - Process petty cash for regional offices by matching payments with invoices/requests and reimbursing cash. - Maintain and update the deposit book for cheques. - Verify information on documentation received (i.e. invoices, agreements, commitment register, etc.) for collation and submission to the CFO. - Collate information for the preparation of financial reports and proof-read documents required by the CFO for completeness and accuracy.	30%

3. Competencies (Skills and Behavioural Attributes) - Please note: The norm in the industry is to not have more than 7 Skills and Behavioural Attributes per job profile.

Skill
Computer (MS Office)
Communication
Interpersonal
Numeracy
Planning
Problem solving
Time management

Behavioural Attribute
Attention to detail
Confidentiality
Integrity
Professional
Reliable
Work under pressure

4. Special requirements or General notes

Detail
None.

5. Participants

Input Participants

Participant Name	Participant Designation
	Chief Financial Officer
	Executive Support: Finance
	HR Business Partner (Cluster 2)
	21 st Century

Review and Approve by HR Department first

Name	Designation	Approved	Date Approved
	Direct Line Manager Title		
	HR Department title		
	Incumbent Job Title		

2. ACCOUNTS PAYABLE

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BID DESCRIPTION: RFQ-RECRUIT TEMPS-EXECUTIVE SUPPORT FINANCE SIX (6) MONTHS),
ACCOUNTS PAYABLE OFFICER THREE (3) MONTHS & 2X HC ADMINS THREE (3) MONTHS FOR THE JDA

JOB PROFILE – **ACCOUNTS PAYABLE OFFICER**

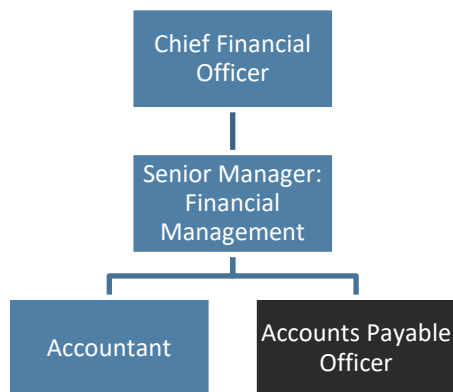
1. Position Detail

Job Title (Company)	Accounts Payable Officer
Job Title (Generic)	N/A
Current Job Grade	
Date Reviewed	08 October 2020
Location	Newton, Johannesburg

Position in the Organisation:

Department	Financial Management
Position being Evaluated	Accounts Payable Officer
1st Line Manager	Senior Manager: Financial Management
2nd Line Manager	Chief Financial Officer
Direct Subordinate(s)	N/A

Organisational structure: (Include 2 levels up and 1 level down)



Overall Purpose of the Job
To provide support services with the recording, authorisation, executing and reporting of expenditure and payment transactions.

Education (Formal Qualification Required)

Minimum
National Diploma in Financial Management (NQF Level 6)
Ideal
Bachelors of Commerce (NQF Level 7)

Legal Requirements (e.g. Driver's License, Blasting Certificate, etc.)

Minimum
N/A
Ideal
N/A

Training and Knowledge (Should the current incumbent leave)

Minimum
Knowledge of PFMA, MFMA, Treasury Regulations, GRAP, IFRS, Companies Act, relevant accounting / finance system
Ideal
N/A

Experience (Minimum Experience Required - type and number of years)

Minimum	Minimum time spent in job
Experience in bookkeeping	3 years

2. Position Description

KPA / Main Outputs and Responsibilities for this Position	Detailed Description	Weighting / Time Spent
Vendor Invoice Processing	- Receive vendor invoices and check for completeness and accuracy. - Date and stamp the invoice as being received. - Check and ensure that the invoice amount corresponds with the quoted amount as per the purchase order attached. - Gain the required approval for the invoice received. - Process the invoice either through the direct method or the order method (circumstance dependent). - Reconcile vendor accounts on a monthly basis and follow up on outstanding payments. - Send vendor forms to suppliers to be added on the financial system.	15%
Vendor Invoice Payments	- Check the paid invoices against the payment list. - Reconcile invoices and resolve any queries that arise. - Capture invoice on the relevant system. - Print remittance advice and distribute to vendor where required. - For foreign payments, complete the required forms and documents and match the invoice to the correct forex transaction. - Create payment for EFT and process payment. - Send remittance to suppliers. - Prepare 30-day schedule to confirm payments made for submission to line manager.	15%
Petty Cash Maintenance	- Receive a claim for petty cash and check all documentation for accuracy and completeness. - Update petty cash register and sign out petty cash for payment to employee. - Issue a petty cash receipt to employee. - Process petty cash for regional offices by matching payments with invoices/requests and reimbursing cash. - Maintain and update the deposit book for cheques.	15%
Debit Order Processing	- Prepare journals for credit cards, Europcar, Travel Studio and overseas claims. - Match invoices to the debits and send to line manager for review and approval.	15%
Claims Processing	Process invoices of expenditure and prepare claim sheet, compiling a list of invoices.	15%

KPA / Main Outputs and Responsibilities for this Position	Detailed Description	Weighting / Time Spent
	- Handle queries through to resolution within the appropriate timeframe, searching for supporting documentation / invoices. - Prepare monthly management schedule showing amount of income recognise.	
Asset Verification	- Check that all locations of assets are up to date. - Check that costs are correctly captured onto the asset register. - Assist in identifying those assets that are obsolete or damaged and update the register accordingly. - Check that new assets are bar coded correctly and are updated on the register. - Process disposals of assets in accordance with company policy and procedure - Produce monthly reports on assets that have been captured, the condition of assets, challenges, and recommendations of solutions.	15%
General Administration	- Provide supporting documentation for VAT submission. - Receive general enquiries on accounts payable from customers and JDA staff, and resolve within the appropriate time frame. - Update and maintain a filing system ensuring accuracy and easy reference. - Compile and provide information and knowledge to the auditors with regards to creditor related enquiries. - Train new staff on the expense claim procedure when required. - Capture journals. - Perform reconciliation of bank and other balance sheet accounts. - Craft invoices.	10%

3. Competencies (Skills and Behavioural Attributes) - Please note: The norm in the industry is to not have more than 7 Skills and Behavioural Attributes per job profile.

Skill
Computer (MS Office)
Communication
Numerical
Planning
Problem solving
Reporting
Time management

Behavioural Attribute
Attention to detail
Accuracy
Deadline driven

Work under pressure

4. Special requirements or General notes

Detail
None

5. Participants

Input Participants

Participant Name	Participant Designation
	Senior Manager: Financial Accounting
	Accounts Payable Officer
	Accounts Payable Officer
	HR Business Partner (Cluster 2)
	21 st Century

Review and Approve by HR Department first

Name	Designation	Approved	Date Approved
	Direct Line Manager Title		
	HR Department title		
	Incumbent Job Title		

3. HUMAN CAPITAL

MAY 2024

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BID DESCRIPTION: RFQ-RECRUIT TEMPS-EXECUTIVE SUPPORT FINANCE SIX (6) MONTHS),
ACCOUNTS PAYABLE OFFICER THREE (3) MONTHS & 2X HC ADMINS THREE (3) MONTHS FOR THE JDA

JOB PROFILE – **HC ADMINISTRATOR**

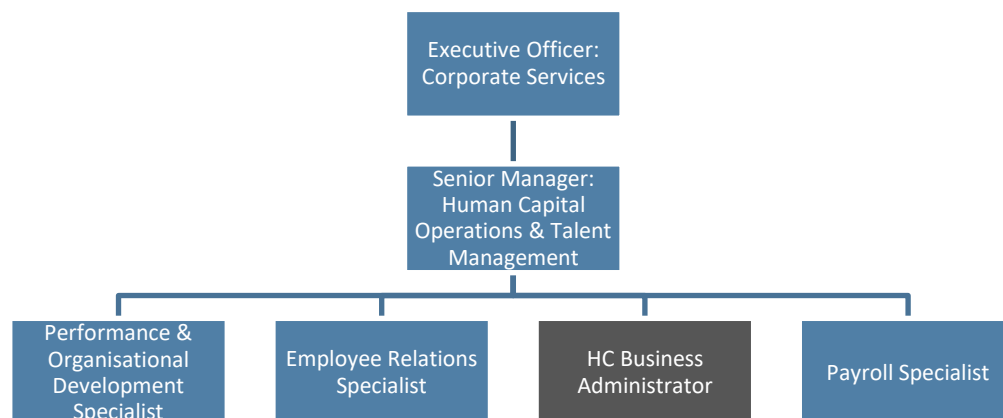
1. Position Detail

Job Title (Company)	Human Capital (HC) Administrator
Job Title (Generic)	N/A
Current Job Grade	
Date Reviewed	16 May 2024
Location	Newtown, Johannesburg

Position in the Organisation:

Department	Human Capital
Position being Evaluated	HC Administrator
1st Line Manager	Senior Manager: Human Capital Operations & Talent Management
2nd Line Manager	Executive Officer: Corporate Services
Direct Subordinate(s)	N/A

Organisational structure: (Include 2 levels up and 1 level down)



Overall Purpose of the Job
To support the HR Department with administration related to delivering a Human Capital service in line with the needs and priorities of the JDA, as well as co-ordinate the human capital life cycle.

Education (Formal Qualification Required)

Minimum
Degree in Human Resource Management or Industrial Psychology or similar (NQF Level 7)
Ideal
Honours Degree / Post Graduate qualification in Human Resource Management or Industrial Psychology (NQF Level 8)

Legal Requirements (e.g. Driver's License, Blasting Certificate, etc.)

Minimum
N/A
Ideal
Registration with a Human Resource professional body would be advantageous

Training and Knowledge (Should the current incumbent leave)

Minimum
Knowledge applicable HR legislation Knowledge of HR Best Practice Knowledge of HR systems, frameworks, policy and procedures
Ideal
N/A

Experience (Minimum Experience Required - type and number of years)

Minimum	Minimum time spent in job
Generalist human capital experience	3 to 5 years

2. Position Description

KPA / Main Outputs and Responsibilities for this Position	Detailed Description	Weighting / Time Spent
Talent Acquisition	- Review, file and action on employee requisition forms and approvals from HC Business Partners to meet the vacancy requirements and verify alignment to the approved organisational structure. - Assist HC Business Partners to prepare advert for the position and advertise internally and/or, liaising with recruitment agencies to coordinate advertising of appointments externally. - Prepare the longlist and shortlist sheets for submission to the HC Business Partners. - Coordinate the interview process inclusive of: shortlisting candidates, preparing interview packs, scheduling the interview. - Conduct criminal and reference checks of potential candidates. - Coordinate the appointment of the successful candidate and prepare regret letters to unsuccessful candidates.	40%
Learning & Leadership Development	- Check all employee files to ensure all listed qualifications as per the CV are included in the file. - Populate and maintain the Skills Audit Report with listed qualifications to assist in conducting a training needs analysis to support the creation of a learning culture that enables optimal learning and growth. - Collate, record and check all ILP documents for accuracy and compliance - Maintain records of employee participation in all training and development programs.	10%
Performance Management	- Ensure the PMDS records are stored accurately, support the HC Business Partners in facilitating the completion of the performance management reviews on a quarterly basis responsibility. - Monitor compliance to Performance Management Policy, providing guidance to management on performance review process and procedures, as and when required.	20%

KPA / Main Outputs and Responsibilities for this Position	Detailed Description	Weighting / Time Spent
	- Maintain a database of Performance Agreements. - Assist the HC Business Partners in preparing a report on performance management on a bi-annual basis for submission to Senior Manager.	
Adhoc Admin	- Support talent management processes and systems to: - Support the SM: Human Capital Manager with all admin processes. - Attend and prepare minutes for the employment equity and skills development and labour forums meetings; - Prepare all payroll input documents for submission to the Payroll Specialist from the HC Business Partners; - Assist the HR Department with all SCM related documents and processes	30%

3. Competencies (Skills and Behavioural Attributes) - Please note: The norm in the industry is to not have more than 7 Skills and Behavioural Attributes per job profile.

Skill
Analytical
Communication
Conflict management
Interpersonal
Planning
Reporting
Time management

Behavioural Attribute
Attention to detail
Confidentiality
Customer focused
Deadline driven
Integrity
Persuasive
Work under pressure

4. Special requirements or General notes

Detail
None.

5. Participants

Input Participants

Participant Name	Participant Designation

Review and Approve by HR Department first

Name	Designation	Approved	Date Approved
	Direct Line Manager Title		
	HR Department title		
	Incumbent Job Title		