



SUPPLY CHAIN MANAGEMENT UNIT
Supply Chain Operations Department
Corporate Procurement Branch

166 Archie Gumede Place, Durban, 4001
PO Box 644, Durban, 4000
www.durban.gov.za

Date : 2/12/2016

1231749 RECRUITMENT & SELECTION SERVICES

EThekweni Municipality is sourcing a reputable recruitment and placement agency to assist with the placement of a candidate to the position of the City Manager. The Municipality advertised the position of the City Manager and 78 applications have been received.

The services required will include:

The services required will include:

- Screening & short listing of suitable candidates
- Verifications of qualifications & ITC checks on 13 candidates
- Verifying whether a candidate has been dismissed previously for misconduct or poor performance by another employer
- Criminal checks
- References checks
- Compile a report on the outcome of the screening process and submit to the to the Executive Committee
- Assist the Executive Committee with the interview process and any other activities associated with the selection process
- Facilitate Competency assessment tests for the recommended candidates

Kindly send the quotation on the company letterhead,reference number is 1231749, for the attention of Dumsile Nene.

CLOSING TIME, DATE AND PLACE

13 Floor Shell house, 221 Anton Lembede , 6 December 2016 at 16:00,

Senior Manager
Corporate Procurement