



OFFICE OF THE DEPUTY CITY MANAGER Corporate and Human Resources

13th Floor, Shell House
221 Anton Lembede Street, Durban, 4001

TERMS OF REFERENCE

APPOINTMENT OF A SUITABLE SERVICE PROVIDER: TO RECRUIT A SENIOR MANAGER (RESEARCH & ORGANISATIONAL DIAGNOSTICS): HEAD HUNTING BY AGENCIES

Date : 13 September 2016 7Z - 30646

1. JOB PURPOSE:

To manage the research and Organisational diagnostic functionality in order to consult or advise the Cluster/Units on the impact of individual and group behaviours and approaches to improve the quality of work life and assess the impact on the future state of the organisation.

2. BACKGROUND

eThekweni Municipality's Human Resources Unit requires the services of specialist Targeted Recruitment or Head Hunting Companies for the recruitment of a Senior Manager: Research & Organisational Diagnostics to join its Human Resources: Policies and Development Department.

3. JOB DESCRIPTION

Job Title

The job title is: **“SENIOR MANAGER: (RESEARCH & ORGANISATIONAL DIAGNOSTICS)”**

The duties related to this function are as follows:

- Plans and co-ordinates the managerial requirements and priorities associated with the Research and Organisational diagnostic functionality.
- Directs and controls the Key Performance Indicators and outcomes of personnel.

- Implements procedures, systems and controls to regulate specific work sequences and general practices/processes.
- Aligns the research methodology and implements research or specific studies for determining organisation effectiveness.
- Manages the identification, conceptualisation and implementation of a range of Organisational Diagnostics Projects.
- Contributes to the introduction and assessment of organisation wide business change models and interventions.
- Applies psychological and sociology principles to study the impact of organisational development interventions.
- Manages the Assessment Centre and applies professional practice principles to develop or validate test batteries and assessments.
- Disseminates functional information on current activities, proposed courses of actions/developments, problems and constraints.
- Manages the procedural administrative and reporting requirements/deadlines associated with the functionality.

Minimum qualifications and work experience:

Registration with the Health Professions Council as an Industrial Psychologist.

Relevant post graduate qualification.

Valid motor vehicle driver's licence (Code B).

4 years relevant experience. Computer Literacy.

4. PROJECT TARGET

eThekwini Municipality's Human Resources Unit requires the services of specialist Targeted Recruitment or Head Hunting Companies for the recruitment of a Senior Manager: Research & Organisational Diagnostic.

5. SCOPE OF WORK

The following are the objectives of this project:

6. CONDITIONS

The following are compulsory documents and must be submitted with the proposal:

- Quotation and proposal
- Original Tax Clearance Certificate
- BEE Certificate

7. COMPULSORY BRIEFING AND CLOSING DATE

Compulsory Briefing on Monday, 19 September 2016, at 14th Floor Boardroom, Shell House, Anton Lembede Street (Former Smith Street, Durban, 4001) – from 15h00 to 16h00 pm

The closing date for the submission of proposals shall be **21 September 2016** no later than 11pm and **no late submission will be considered.**

8. SUBMISSION ADDRESS

Quotations must be placed in the tender box located at the foyer, Corporate Procurement Building, Archie Gumede place (formerly old fort place), Durban (and not any other municipal department), not later than 11:00 am on Wednesday 21 September 2016

Enquiries can be directed to:

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