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04 JANUARY 2013

CALL FOR PROPOSALS FROM SERVICE PROVIDERS TO SUBMIT PROPOSALS TO CONDUCT ORGANIZATIONAL RE-ENGINEERING PROCESS

SCOPE OF WORK

- To apply and implement the TASK Job Evaluation system within the local municipality
- To achieve uniform norms and standards in the description of similar jobs and grades
- Provide for the necessary structures, institutional arrangements and procedures for the evaluation, re-evaluation and maintenance of the TASK system in the municipality
- Provide Training and Development for all relevant structures and committees on the process and systems as required.
- Ensure skills transfer is conducted from service provider to the relevant HR staff.

PHASE ONE: REFINE AND DEVELOP JOB DESCRIPTIONS AND CONDUCT JOB EVALUATION FOR ALL POSTS

- Establish Job Evaluation Committee
- Conduct training for Job Evaluation Committee
- Conduct Desk Top Analyses of current status of Municipality and Organizational Design
- Develop job Evaluation policy and procedure for the Municipality
- Conduct Job Analyses
- Develop draft job descriptions in consultation with all post incumbents and their relevant supervisors
- Review and submit final Job Descriptions
- Conduct Job Evaluation Process using TASK methodology compliant system
- Consolidate findings and submit for approval with a detailed report

PHASE TWO: CONDUCT SKILLS AUDIT FOR ALL EMPLOYEES.

- Collect all relevant data and consolidate questions and competency sets per occupational group
- Consolidate date of all audited candidates for reporting

Vision: "A developmental people driven organization that serves its people"

Mission: To provide essential and sustainable services in an efficient and effective manner.

- Conduct analyses and generate results
- Produce development plans

System Capabilities and Requirements

The following are the system requirements for effective Authentic and efficient JOB Evaluation process in the Municipality.

- The system that must be used must be based on the TASK Methodology of Municipalities.
- Have been implemented successfully in at least three (3) Municipalities within the past two (2) years
- Must be included as part of the entire package
- Must not have any licencing attachment as system must be licencing free
- Must be user-friendly and have ability to be updated and managed as and when need arises
- Must be fully owned or co-owned by the Municipality

The following is a detailed list of the reports the system must be able to produce

- Personal Development Plan for all employees
- Departmental Skills Development Plan
- Organisational Skills Plan for WSP completions
- Detailed Job Evaluation and grading Certificate
- Detailed summary of all Job Evaluated with relevant Grades
- Estimated Costing of all relevant Job Grades

Service providers should note that their proposals should include Project schedule with clear time-frames and costs for each schedule of work or activity to be performed.

Competence of Service Provider

The service provider who will be appointed for this service must meet the following minimum requirements:

- Proof of similar Job been conducted at minimum three Municipalities within the past two years.
- Project manager must be registered assessor and have proof from any relevant SETA to conduct skills Audits / Competence Audits.
- Must have Qualified member of team as Skills Development facilitator.
- Must have HR practitioner or relevant experts registered with a relevant body.
- Must have qualified Project Manager within Team with Project Management Institute registration to ensure best practice in project implementation.
- Service Provider must be sole or part owner of the system to be used with full seller/ Distributions rights.

The following documentation should accompany the proposal:

- a) **Company registration certificate**
- b) **Company profile with clear history on delivery of similar service and associated costs**
- c) **Contactable references**
- d) **A valid Tax clearance certificate**
- e) **Value Added Tax certificate**
- f) **BBBEE Certificate**

The following conditions will apply:

- a) **Prices quoted must be valid for thirty (30) days from the date of your offer.**
- b) **Prices (s) must be firm and must be inclusive of VAT (if applicable)**
- c) **A firm delivery period must be indicated.**

For any technical enquiries please contact Peta PS at 015 501 0243/4 during office hours. All proposals should be submitted at Mogwadi Municipal Tender Box. The closing date for submission of proposals is on the 15 of February 2013, 12H00.



TD Nkoana
Municipal Manager