



STEVE TSHWETE LOCAL MUNICIPALITY

Your ref. Q01.09.10

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2010/09/01

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TERMS OF REFERENCE FOR TRAINING NEED ASSESSMENTS TO RESPOND TO THE REQUIREMENTS OF THE GOVERNMENT GAZETTE NO. 299767 OF JUNE 2007

Steve Tshwete Local Municipality is looking for a service provider to determine competency levels of municipal employees with regard to the following:

The Government Gazette No. 299767 of June 2007 requires that all municipal financial officials must achieve competency in respect of the stipulated unit standards and the required academic qualifications for specific positions.

Service Providers must indicate in their proposal the method that they will use to carry out this task.

The following officials are indicated as officials who are affected by this Gazette.

1. Financial Officials

- Accounting Officers
- Chief Financial Officers
- Senior Managers (This includes Executive Managers and Senior Managers in our case) [31 employees]
- Any other financial officials

2. Supply Chain Management Officials

- Head of Supply Chain Management Unit
- Supply Chain Management Managers

A total number of 65 employees to be assessed.

Key Deliverables

1. Conduct the skills audit and report on the state of skills, knowledge and abilities of the affected employees.
2. Identify the desired status according to the requirements stipulated in the gazette.

3. Report on the status and need for training (desired status) as follows:
 - Individual's current status
 - Indicate each individual's current skills, knowledge and abilities as indicated by the gazette.
 - Indicate the desired status as per the gazette.
4. Identify and confirm relevant work experience.
5. Assessing whether particular tertiary qualifications meets the Higher Education Qualifications requirements.

Experience

Track record of the service provider, indicating the type and the number of training needs analysis conducted.

Assessors must be subject matter experts and should be accredited by a Sector Education Training Authority (SETA or FASSET) in terms of SAQA guidelines and NQF registered unit standard and criteria.

Expertise

Qualification and experience of the project manager/s in Training and organisational development.

Further information is obtainable from Canny Skosana at telephone (013) 249 7021 or at room D102 at the Human Resources Department.

GENERAL CONDITIONS:

1. Quotations shall remain valid for a period of 30 days from the closing date.
2. Steve Tshwete Local Municipality is not obliged to accept the lowest or any quotation and reserves the right to accept any quote, part of any quote, or more than one quote.
3. Quotations offers shall be adjudicated in accordance with preference procurement policy of Steve Tshwete Local Municipality.
4. Valid tax clearance certificate must be provided.
5. Quotations must be in South African Rands.

Quotations must be delivered in a closed envelope to **Annemarie Janse van Vuuren at HR Department, Ground Floor (Office no D107) Municipal Offices, Cnr Walter Sisulu & Wanderers Street Middelburg Mpumalanga**

Closing Date: 10 September 2010