



Johannesburg Social Housing Company

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New Doornfontein  
2094

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2028

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Issued: 01/18/2018

## REQUEST FOR QUOTATIONS: JOB SPECIFICATION FOR HR AUDIT AND ORGANIZATIONAL EFFECTIVENESS

The Johannesburg Social Housing Company Pty Ltd (JOSHCO) Reg. No. 2003/008063/07 invites all suitable service providers that specialise in the following area of expertise:

CONTACT PERSON	DESCRIPTION	CLOSING DATE AND TIME
<b>Name:</b> Kevin Nhlapo <b>Tel:</b> 011 406 7350 <b>Email:</b> <a href="mailto:kevin@joshco.co.za">kevin@joshco.co.za</a>	Job Specification for HR Audit and Organizational Effectiveness For JOSHCO	Closing Date: 25 January 2019  Closing Time: 11:00 a.m.

### 1. Preamble

**JOSHCO**, was created by the City of Johannesburg as one of its preferred implementing agents for social and institutional housing developments and management of rental accommodation for low income earners within the Joburg metropolis.

**JOSHCO** is active in developing new and improving existing affordable rental housing for the residents of Johannesburg, the company has utilised its capital budget for the development of infrastructure, for the refurbishment of existing buildings and the conversion of hostels into liveable spaces.

All of these are for the sole purpose of occupation by leasing tenants.

**SCM Manager Initials:** \_\_\_\_\_

## **2. Scope of Work**

The appointed service provider will do the following:

### **2.1. Audit HR compliance on matters**

- 1.1 Labour Relations Act
- 1.2 Basic Conditions of Employment Act
- 1.3 Employment Equity Act
- 1.4 Skills Development Levies Act
- 1.5 Skills Development Act
- 1.6 Municipal Finance Management Act (minimum competencies)
- 1.7 Unemployment Insurance Act

### **2.2. HR Policies, Procedures and Practices**

- 2.1.1 Review on the application of policies and procedures
- 2.1.2 Review of the Talent Acquisition Strategy
- 2.1.3 Review of the current Remuneration Philosophy including benefits
- 2.1.4 Review of the Performance Management Policy, System and Application thereof
- 2.1.5 Audit of personnel files

## **Phase 3 – Administrative Compliance**

- 3.1 Valid Original SARS Tax Clearance Certificate
- 3.2 Company Registration Documents.
- 3.3 Up to date municipal account/statement for both the company (not older than 3 months). In case where a bidder is a lessee, a certified copy of a valid lease agreement must be supplied.
- 3.4 Proof of banking - Cancelled Cheque or a valid letter from the Bank (not older than 3 months).
- 3.5 B-BBEE Certificate (You will forfeit points allocated to B-BBEE if the B-BBEE certificate is not supplied).
- 3.6 CSD Registration Documents.
- 3.7 Completed JOSHCO Supplier database form

**SCM Manager Initials:** \_\_\_\_\_

#### **Phase 4- Evaluation in terms of PPPFA 2017:**

This bid will be evaluated and adjudicated according to the 80/20 preference point system, in terms of which a maximum of 80 points will be awarded for price and 20 points will be allocated based on the B-BBEE status level certificate.

Breakdown of points:

<b>80/20 Preference Point Components</b>	<b>Points</b>
Price	80
B-BBEE level contribution	20
Total	100

Joshco seek to provide an effective and efficient procurement service to its stakeholders through procurement best practices and optimal resource management, in compliance with the JOSHCO's Supply Chain Management Policy and relevant procurement regulatory framework. JOSHCO is committed to affirmative procurement consistent with the South African Constitution and the approved DTI Codes of Good Practice issued in terms of the BBBEE Act No. 53 of 2003 (as amended).

All prices must be **VAT inclusive and include all other related costs.**

Submissions must be hand delivered to JOSHCO head office (137 Sivewright Avenue, 1<sup>st</sup> Floor, New Doornfontein, 2094) in a sealed envelope – **RFQ/ Job Specification for HR Audit and Organizational Effectiveness/001/2018**

Should you not hear from us within 10 working days after closing date, please consider your proposal unsuccessful.

**A complete document with MBD forms is downloadable on from JOSHCO website:**  
[www.joshco.co.za](http://www.joshco.co.za)

**SUPPLY CHAIN MANAGER**  
**JOHANNESBURG SOCIAL HOUSING COMPANY**

Date: .....

Directors: Mr. Tumelo Mpho Mlangeni (Chairperson), Mr. Christopher Dyani (Acting CEO & ED), Ms. Nontobeko Ndimande (CFO & ED), Mr. Thabo Motloug (NED), Ms. Nompumelelo Hlatswayo (NED), Mr. Kevin Wall (NED), Mr. Mongezi Ntanga (NED), Dr. Wellington Twala (NED), Ms. Noluthando Molao (NED), Mr. Nyambeleni Tshindane (NED), Ms. Livhalani Nemaungani (Acting Company Secretary)

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**Registration Number: 2003/008/063/07**