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| **ANNEXURE C – RFP 24-2017** | | | |
| **Responsibility Matrix – Executive Search Services** | | | |
| **Service provider is responsible to deliver** | **Service**  **Provider** | **SARS is responsible to deliver** | **SARS** |
| 1. Sourcing of potential candidates | **x** | 1. Provide information to the Service Provider on - | **x** |
| 1. Response handling from the internal and external process | **x** | 1. Organization top structure | **x** |
| 1. Preliminary screening of applications | **x** | 1. Key personnel in the selection team for the assignment. | **x** |
| 1. Reference check on the following (Note that SARS has an approved preferred service provider and the costs can be negotiated/ aligned where necessary). | **x** | 1. Position specification and expectations | **x** |
|  |  | 1. A list of target organizations on which the primary search is expected to be focused – SARS to indicate if any or none specific | **x** |
|  |  | 1. A list of candidates already considered and eliminated by SARS for this position. If any | **x** |
| 1. Credit Check | **x** | 1. Provide the draft advertisement for input by service provider | **x** |
| 1. Qualifications verification | **x** | 1. Inform service provider if SARS may conduct any further reference checks | **x** |
| 1. Work history verification | **x** | 1. Provide the detailed remuneration package structure | **x** |
| 1. Identification and citizenship | **x** | 1. Provide the standard employment contract terms | **x** |
| 1. The development of the shortlisting criteria | **x** | 1. Provide names of selected candidates for interview from the shortlist | **x** |
| 1. Managing, advising and assisting the SARS panel with interview process | **x** | 1. Conduct interviews | **x** |
| 1. General liaison between SARS and the final list of candidates | **x** | 1. Provide the names of selected candidates for the Psychometric Assessment | **x** |
| 1. Regular reporting to the SARS contact person | **x** | 1. Provide the name of selected candidate for appointment | **x** |
| 1. Preparation of all the necessary packs for meetings and interviews | x | 1. Provide the offer of employment and negotiate where required | **x** |
| 1. Provision of on-boarding, induction and post placement support | x | 1. Review deliverables and provide feedback to service provider | **x** |
|  |  | 1. Arrange and confirm all travel related logistics for candidates outside of Gauteng Province. | **x** |