



METROBUS REQUEST FOR QUOTATION (RFQ)

RFQ Number	CORP010/2020-22
Description: Provision of advertisement, recruitment, selection and placement processes for all the positions listed herein on behalf of Metrobus (SOC) limited	

Date of Re -advertisement:	29 October 2021
Closing date:	04 November 2021
Closing time:	11:00 am
Compulsory briefing meeting date (if applicable)	None
Quotations must be deposited in bid box at :Transportation house 1 Raikes road Braamfontein 2001	Email tschalk@mbus.joburg.org.za SCM@mbus.joburg.org.za
Procurement Enquiries	011 403 4300 tschalk@mbus.joburg.org.za
Technical Enquiries	011 403 4300 byika@mbus.joburg.org.za

NAME of Company i.e. Proprietor/ Close Corporation/ Partnership/ Sole Proprietor	Legal Name: _____ Trading as: _____
Registration Number	_____
Metrobus Vendor Registration Number (if already have)	_____
National Treasury Central Supplier Database number: (Compulsory)	_____
Company i.e. Proprietor/ Close Corporation/ Partnership/ Sole Proprietor Street Address	Postal Code _____
Contact Details of the Person Representing the Company i.e. Proprietor /Close Corporation/ Partnership/ Sole Proprietor Registration Number	Name: _____ Telephone: _____ Cell phone: _____ E-mail address: _____
Income Tax Number	_____
VAT Reference Number (if applicable)	_____

Company i.e. Proprietor /Close Corporation/ Partnership/ Sole Proprietor

METROBUS
SCM UNIT

2021 -10- 28

Checked by: *Mwanda*

Signature: *[Signature]*



METROBUS REQUEST FOR QUOTATION (RFQ)

PRICING SCHEDULE – FIRM PRICES

Bidder's Name: _____

- Metrobus is not bound to accept the lowest or any quotation and reserves the right to accept the whole or any part of a quotation and to award the bid to more than one bidder.
- Offers to be valid for 60 days from the closing date of bid and no second-hand/refurbished materials/parts may be used in the final goods to be delivered by the bidder.
- Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations) will not be considered in cases where different delivery points influence the pricing; a separate pricing schedule must be submitted for each delivery point.

- Do you intend to subcontract more than 25% of the work?
(Tick applicable box)

YES	NO

- If the answer is **YES**, indicate the name of the subcontractor _____, the percentage to be sub-contracted _____% and attach the BBBEE certificate of the subcontractor.
- The quotation will be evaluated on 80/20 preference point system in line with PPPFA Regulations, 2017.
- A bidder must submit proof of its B-BBEE status level of contributor to be awarded preference points, attach original or certified certificate (not older than 3 months) or sworn affidavit.
- For quotations above R30 000, the bidder should submit the municipal account for the company and all directors or lease agreement or an affidavit if they do not own or lease a property.
- B-BBEE Status Level of Contribution _____ (preference points, maximum 20) _____
- **Other than completing the pricing schedule below, a bidder should submit the quotation on their company's letterhead or logos.**

SCHEDULE OF PRICES/ RATES:

Quotation Description:	
Sub Total Price	R
Vat 15% (if applicable)	R
Total Quoted Price (Inclusive of Vat)	R



METROBUS REQUEST FOR QUOTATION (RFQ)

MBD 4 DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of Owner of the Bidding Entity:

3.2 Identity Number if applicable:

3.3 Position occupied in the Company (director, trustee, shareholder²):

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 VAT Registration Number:

3.7 The names of all directors/ trustees/ shareholders' members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below

3.8 Are you presently in the service of the state?

(Tick applicable box)

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

3.8.1 If yes, furnish particulars.

3.9 Have you been in the service of the state for the past twelve months?

(Tick applicable box)

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

3.9.1 If yes, furnish particulars

3.10 Do you have any relationship (close family member, partner or associate) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?

(Tick applicable box)

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

Company i.e. Proprietor /Close Corporation/ Partnership/ Sole Proprietor



METROBUS REQUEST FOR QUOTATION (RFQ)

3.10.1 If yes, furnish particulars

3.11 Are you aware of any relationship (close family member, partner or associate) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?

(Tick applicable box)

YES	NO

3.11.1 If yes, furnish particulars.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in the service of the state?

(Tick applicable box)

YES	NO

3.12.1 If yes, furnish particulars

3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state?

(Tick applicable box)

YES	NO

3.13.1 If yes, furnish particulars

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?

(Tick applicable box)

YES	NO

3.14.1 If yes, furnish particulars:

.....

4. Full details of directors / trustees / members / shareholders. (Attach for additional members)

Full Name	Identity Number	State Employee Number (If applicable)

*MSCM Regulations: "in the service of the state" means to be –

- (a) a member of – (i) any municipal council; (ii) any provincial legislature; or (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

Company i.e. Proprietor /Close Corporation/ Partnership/ Sole Proprietor



METROBUS REQUEST FOR QUOTATION (RFQ)

- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

² Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES (MBD8)

1. This Municipal Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality’s / municipal entity’s supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid. (tick applicable box).

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury’s database as a company or person prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		



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METROBUS REQUEST FOR QUOTATION (RFQ)

4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? (To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE STATE AND/OR THE EMM MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

Company i.e. Proprietor /Close Corporation/ Partnership/ Sole Proprietor



METROBUS REQUEST FOR QUOTATION (RFQ)

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidding Entity

MBD 9 CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD 9)

1. This Form "I" must form part of all bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This Form "I" serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination must be completed and submitted with the bid:

CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD 9)

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

Metrobus

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:
(Name of Bidder)

Company i.e. Proprietor /Close Corporation/ Partnership/ Sole Proprietor



METROBUS REQUEST FOR QUOTATION (RFQ)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - a) prices;
 - b) geographical area where product or service will be rendered (market allocation)
 - c) methods, factors or formulas used to calculate prices;
 - d) the intention or decision to submit or not to submit, a bid;
 - e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Full Names of Person Representing Company

.....
Position in Company



METROBUS REQUEST FOR QUOTATION (RFQ)

FORM "E"

SPECIFICATION /SCOPE OF WORK/TERMS OF REFERENCE

Documents required to be attached :-	Attached	
	Yes	No
Quotation on company letter head.		
Valid certified BBEE certificate or affidavit.		
Valid Tax Clearance certificate		
CSD registration number to be filled in on the front page of RFQ in clear handwritten		
Completed RFQ		
Municipal account not in arrears for more than 90 days for all directors appearing on CSD report or lease agreement if leasing a property or affidavit if the directors are nether leasing nor own a property.		
Municipal account not in arrears for more than 90 days for the company with address appearing CSD Report or lease agreement if leasing a property or affidavit if the company are nether leasing nor own a property.		

Scope of work

The below-mentioned positions are targeted for filling by Johannesburg City Metrobus. It is our wish that the positions should be filled as a matter of urgency.

1. **Manager: Business Strategy and Corporate Support**
 - Grade Level D4-D5 - Salary per annum R1, 033,737.72
2. **Manager: Facilities and Auxiliary Services**
 - Grade level D4 – Salary per annum R 897,000.00
3. **Specialist: Employee Relations**
 - Grade level D2- Salary per annum R 659,000.00
4. **Specialist: Remuneration and Benefits**
 - Grade level D2- Salary per annum R 659,000.00

Company i.e. Proprietor /Close Corporation/ Partnership/ Sole Proprietor



METROBUS REQUEST FOR QUOTATION (RFQ)

5. **Specialist: Organisation Design and Development (ODD)**
 - Grade level D2- Salary per annum R 659,000.00
6. **Occupational Health Nurse**
 - Grade level C4/C5 – Salary per annum R 554,000.00
7. **Specialist: Cyber Security and Governance**
 - Grade level D2 – Salary per annum R 659,000.00
8. **Specialist: ICT Solutions Architect**
 - Grade level D2 – Salary per annum R 659,000.00

Metrobus would like you to furnish us with a quotation to perform an “end to end” recruitment, selection, pre-selection and placement process and give a report to the nominated company representative as follows:

1. Advertise to attract and identify suitably qualified candidates in the Labour Market who meet or exceed the minimum requirements as spelt out in the attached Job Description and job specifications.
2. Further to what is requested from your Company as outlined in paragraph 1 supra, the Company must also ensure that a majority of the recommended candidates will help to advance the employment equity profile of Metrobus. In this regard, it is emphasised that the majority of the recommended candidates must be (as far as possible) be people from historically disadvantaged communities including women, youth and people with disabilities.
3. Further to the above, your Company will be expected to:
 - 3.1 Advertise all the above listed positions in at least two National Newspapers (with advertisement expected to run for a minimum of 10 working days) and other reputable recruitment channels including Metrobus and COJ Company website.
 - 3.2 Compile a complete profile (schedule) of all received CVs from all potential candidates.
 - 3.3 Screen Curriculum Vitae (CVs) received from potential candidates who comply with the minimum requirements as spelt out in the Job Descriptions/Profile.
 - 3.4 Short-list candidates based on the matching of CVs to the Job Description/Profile.
 - 3.5 Conduct Pre-Interviews with short listed Candidates (Provision should be made for competency based interviews).
 - 3.6 Refer the short-list of competent candidates to the Manager: HRM & ODD of Metrobus.
 - 3.7 Arrange formal interviews with competent candidates and the JHB Metrobus interviewing Panel as advised by the Manager: HRM & ODD.
 - 3.8 Provide administrative support and advice to the selection Panel.
 - 3.9 Conduct Background checks in respect of potential candidates including:
 - i. Job reference checks
4. It will also be expected from your Company to inform the successful and unsuccessful applicants of the result and
5. Handle all external correspondence relating to each recruitment process and to furnish the Board of Metrobus with all documents at the end of the process



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METROBUS REQUEST FOR QUOTATION (RFQ)

Job description and Advert

Position Number : 01/08

Position Name: Manager: **Corporate Strategy and Business support: D5/ TASK level 18 – (TCC)**

Job purpose:

Lead and facilitate the development and execution of short to long-term Business strategy and Plans for Metrobus including institution of measures to help Metrobus achieve its business objectives and goals. The position is also responsible for leading the planning; development and execution of the Company's marketing and communications initiatives, including but not limited to the following:

1. Strategic Planning and management, including facilitation of all strategy formulation processes at Metrobus.
2. Business Strategy Monitoring and Evaluation including reporting and communication.
3. Business processes and plans.
4. People and budget management.
5. Management of Marketing and Corporate Communication processes in Metrobus

Minimum experience and qualifications:

- Grade 12 Certificate
- Bachelor's Degree in Business Management or similar qualification at NQF Level 7.
- Valid EB; EC or C Driver's license.
- At least 8 years' functional experience in business strategy development (three (3) years of which must have been served at a middle to Senior Management level).

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METROBUS REQUEST FOR QUOTATION (RFQ)

Position Number : 02/08

Position Name: Manager: **Facilities and Auxiliary services (Sal - Grade D4/T17)**

Job purpose:

Responsible for optimum and efficient rendering of internal Facilities, Fleet management and Auxiliary Services for Metrobus as well as making sure that Metrobus Buildings, Fleet, Properties and Facilities are efficiently and safely maintained in full compliance with all applicable prescripts, laws, by-laws and legislation. Including but not limited to the following:

- Formulate, implement and maintain Fleet and Facilities management Strategy and Policy for Metrobus.
- Formulate, implement and maintain all policies in the Fleet Management and Auxiliary services environment and make sure that all applicable Standard Operating Procedures are drafted implemented and maintained.
- Develop annual maintenance plan and cost it accordingly for budget purposes and ensure implementation of the maintenance plan and budget management.
- Plan, organise, coordinate and control the maintenance of the facility equipment and systems by performing preventative and planned maintenance, maintaining facility infrastructure such as routine painting, wall and floor repair, light replacement, minor plumbing maintenance and repairs.
- Direct, coordinate and plan essential central services such as reception, maintenance, cleaning, and waste disposal in full compliance with OSHA and municipal regulations.
- Provide leadership and effective management and development of staff in the in the sub-directorate: Facilities Management & Auxiliary services.

Minimum experience and qualifications: Matric (Grade 12) Certificate or equivalent plus

- Four years relevant qualification (NQF level 7) degree in Facilities Management/Business Administration and or related field. (Fleet)
- Minimum of six years Supervisory or People management experience (6 years) and an additional five (5) years functional experience in Fleet and facilities management environment.
- Valid Code C or EB driver's license.

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METROBUS REQUEST FOR QUOTATION (RFQ)

Position Number : 03/08

Position Name: **Specialist: Employee Relations (Sal - Grade D2 /T15)**

Job purpose:

The position is responsible for the championing and maintenance of Organisational (Industrial) peace at Metrobus through facilitation and provision of employee relations and related services including but not limited to the following:

- Development and maintenance of Employee Relations / Industrial Relations (ER/IR) Policies and Procedures for the handling of misconduct/incapacity exist and are developed in line with applicable legislation.
- Provision of a specialist consulting and advisory service for the company on all employee/industrial relations related policies, agreements, and procedures.
- Provide an industrial relations training and development service for the company.
- To assist and support management on handling and facilitating trade union matters
- To represent the company in all Labour forums or dispute resolution structures
- To reduce the amount of disputes that may end up in Court by providing sound advice on labour law issues and delivering thoroughly researched and substantiated outcomes.
- Provide support to facilitation of performance management processes.

Minimum experience and qualifications:

- Matric/ NQF Level 4 plus,
- Bachelor's Degree/ B-Tech in Human Resources/Labour Law or any other related qualification
- Minimum eight (8) years' functional experience in a Labour Relations environment of which three (3) years must be at a Supervisory or Officer level.



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METROBUS REQUEST FOR QUOTATION (RFQ)

Position Number : 04/08

Position Name: **Specialist: Remuneration and Benefits (Sal - Grade D2/T15)**

Job purpose:

To manage a comprehensive compensation and benefits function within JHB City Metrobus by developing; implementing and controlling the administrative guidelines, procedural requirements, processes and systems in order to ensure an effective and legislatively compliant and accurate payroll service for timeous payment of all JHB City Metrobus employees including development, advocacy and maintenance of employee benefits, including but not limited to:

- Facilitation and management of rendering of Employee Benefit services such as Medical Aid; Housing; Pension Fund, etc. for all employees at Metrobus.
- Provision of Payroll Management services on SAP Human Capital System and management of Payroll team.
- Ensuring compliance to applicable legislations, collective agreements and resolutions of the relevant Metrobus structures,
- Provide leadership and management to staff in the Bus operations section at the depot.
- Management of information and reporting including compilation of monthly, quarterly and adhoc reports on remuneration and benefits.
- Implementation of an integrated human resources management administration including remuneration & benefits system.
- Responsible for people leadership and performance management in own section.

Minimum experience and qualifications:

- Matric (Grade 12) plus three (3) year degree/National Diploma in Human Resources Management or Business Administration or equivalent qualification at NQF level 6.
- Eight (8) years functional experience as a Human resources Generalist which two (2) years must have been at a supervisory or entry management level.



METROBUS REQUEST FOR QUOTATION (RFQ)

Position Number : 05/08

Position Name: **Specialist: Organisation Design and Development (ODD) (Sal - Grade D2/T15)**

Job purpose:

To improve organisational effectiveness, productivity and efficiencies at Metrobus through sustained coordination of comprehensive Organisation Design & Development, Business process mapping and improvement, Organisation Culture, Change Management Services, and customer Services Improvement exercises. Including but not limited to:

- Providing a professional advisory service on productivity, efficiency improvements and organisational development at Metrobus.
- Conducting and executing job evaluation in conjunction and collaboration with COJ and present JE report to the Committee.
- Support Manager: HR and ODD in the facilitations of recruitment processes and services.
- Planning and executing OD interventions including change management, OD strategy and policies after consultation with all relevant stakeholders.
- Manage Organisation Structure and Staff Establishment for Metrobus and ensure that it is submitted to the COJ Human capital and Maintained on SAP Human Capital System.

Minimum experience and qualifications:

- Matric (Grade 12) plus any of the following: B-Degree (NQF 6 Level) in Industrial psychology; Operations Management; Management Services (Organisation & Work Study); Industrial Engineering; Data-Metrics or similar qualification at NQF level 6.
- A formal qualification in Job Evaluation will serve as an advantage over and above the above-required qualifications.
- Valid Code EB driver's license.
- 7 Years' experience in the field of Management Services (Work-Study) operating at Specialist or Junior Management level.
- Experience in facilitating Change Management, group problem solving sessions and Organisation Structure Design and maintenance using appropriate software such as org-Plus; Vision, Process-mapping tools etc.



METROBUS REQUEST FOR QUOTATION (RFQ)

Position Number : 06/08

Position Name: **Specialist: ICT Solutions Architect Grade: D2/TASK level 15 – (TCC)**

Job purpose:

Responsible for providing architectural direction and project support for new IT applications, systems, infrastructure and networks.

Key Performance Areas (Including but not limited to the following)

- Solution Architecture Direction of new and existing technologies
- B, D, A, T architectures with artefacts designed, developed, implemented and embedded
- Solution Level Planning
- System development, integration and support
- Business requirements impact on transitional and existing architectures
- Integration modelling
- Hybrid cloud architecture modelling

Minimum experience and qualifications:

- Matric plus relevant NQF Level 8 qualification (Honours) degree in BSC Engineering or BSC Computer Science required
- Architectural Certification: e.g: TOGAF
- Business type Qualification (e.g. MBA) would be an added advantage.
- A valid driver's license.
- 7 Years' experience in multiple IT disciplines e.g. Development Hardware, analysis, design, service management, architecture, applications, five years which must have been spent as an architect across domains.



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METROBUS REQUEST FOR QUOTATION (RFQ)

Position Number : 07/08

Position Name: **Specialist: Cyber Security and Governance (Sal - Grade D2/T15)**

Job purpose:

Develop, implement and drive compliance to ICT security policies, strategies and standards including but not limited to:

- Review and document Information Security Processes and Procedures
- Ensure cybersecurity awareness and conduct simulations, penetration and vulnerability testing.
- Evaluate and monitor the firewall
- Manage potential infrastructure risk
- Governance strategies, policies and frameworks

Minimum experience and qualifications:

- Matric plus relevant B- degree: Computer Science or equivalent IT qualifications plus any of the following:
 - CISO qualification; Certified Ethical Hacker (CEH)
 - Offensive Security Certified Professional (OSCP).
 - Relevant certification (CISM, CISA, CRISC, COBIT 5)
 - 5+ years of Cyber risk management & ICT Governance experience and processes
-



METROBUS REQUEST FOR QUOTATION (RFQ)

Position Number : 08/08

Position Name: **Occupational Health Nurse (Sal - Grade C4/T13)**

Job purpose:

Promotion and restoration of employee health and wellbeing in the organisation, prevention and treatment of illnesses, injuries including rendering advice and treatment of employees exposed to work-related and environmental hazards including but not limited to:

- Occupational Health Services
- Clinical Management
- Communication
- Health Education Empowerment
- Specialised Counselling and Social Service

Minimum experience and qualifications:

- Matric (Grade 12) plus three (3) year relevant tertiary Diploma or Bachelor's Degree in Nursing.
- Must be registered with the South African Nursing Council (SANC) as a qualified Nurse.
- Minimum three (3) years' experience as an Occupational Health Nurse/Practitioner.

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Applications must be sent to E-mail: **TBC or can be hand –delivered**

Telephonic enquiries: **TBC**

Closing date: TBD (Minimum of two weeks for circulation)

NB: All applicants who meet the above–mentioned requirements are encouraged to apply. Metrobus is an equal opportunity affirmative action employer. The company will prioritise employment of Women; Youth; People with disabilities and those that will help improve its Employment Equity profile.

NOTE:

- Shortlisted applicants are expected to undergo competency and vetting assessments as a pre-condition for employment and can therefore only be employed if successful in such assessments.
- Applicants who receive no response to their applications within 8 weeks may consider their application unsuccessful.

METROBUS REQUEST FOR QUOTATION (RFQ)

Pricing schedule

No	Description	Quantity	Unit Price	Total
1.	Provision for recruitment, selection and placement of Manager: Business Strategy and Corporate Support	01		
2.	Provision for recruitment, selection and placement of Manager: Facilities and Auxiliary Services	01		
3.	Provision for recruitment, selection and placement of Specialist: Employee Relations	01		
4.	Provision for recruitment, selection and placement of Specialist: Remuneration and Benefits	01		
5.	Provision for recruitment, selection and placement of Specialist: Organisation Design and Development (ODD)	01		
6.	Provision for recruitment, selection and placement of Occupational Health Nurse	01		
7.	Provision for recruitment, selection and placement of Specialist: Cyber Security and Governance	01		
8.	Provision for recruitment, selection and placement of Specialist: ICT Solutions Architect	01		
9.	Advertisement on Sunday Times for 8 position as per attached specifications	01		
10.	Advertisement on City Press for 8 position as per attached specifications	01		
			Sub-Total	
			Vat@15%	
			Grand-Total	