

SCOPE OF WORK

TO PROCURE CORE, SCARCE, CRITICAL, AND SPECIALISED SKILLS/POSITIONS AT SENIOR MANAGEMENT AND EXECUTIVE LEVELS

- Attend and obtain a briefing from Eskom.
- Prepare the talent sourcing strategy for approval by Eskom.
- Source suitably qualified candidates (nationally and or internationally, subject to briefing.
- Instruction from the client) with the potential to be considered for executive level (F and E band Levels) positions.
- Conduct background screening inclusive of print and social media analysis , pre-employment.
- Checks, verifications and validation of ID's, driver license, qualifications, criminal checks, business interest and board memberships etc. as well as provide proof to Eskom in a form of formal reports from reputable agencies.
- Provide CVs of pre-screened candidates in line with the job profile and briefing by Eskom.
- Arrange and set up interviews including invitation management.
- Form part of the interview panel (where required by the Client).
- Provide the candidate's remuneration package to Eskom.
- Facilitate the release of the candidate from current employer (where necessary).
- Keep the candidate informed of the recruitment process and outcomes.
- Advertise jobs on appropriate platforms or publications on behalf of Eskom as a standalone service as an when required.
- Response handling and preliminary shortlisting as a standalone service when required.
- Conduct psychometric assessments as a standalone service on behalf of Eskom when required.