

Erratum:



MOSES KOTANE LOCAL MUNICIPALITY

Please take note of the corrected specification for the below mentioned advert

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| PUBLIC NOTICE No: SCM 015/2024/2025 | Project name: APPOINTMENT OF A SERVICE PROVIDER FOR VERIFICATION OF QUALIFICATIONS AND BACKGROUND SCREENING FOR A PERIOD OF 36 MONTH ON AS AND WHEN REQUIRED BASIS |
| Corrected Specification : The HR Unit is responsible for the verification of qualifications of current and prospective employees of the municipality, as well as background screening. The frequency or volume of verifications and screening cannot be determined in advance, as it is dependent on the number of appointments processed every month, as well as independent requests from Auditors or Forensic Investigators. Specifications; Verify various types of qualifications, e.g. Senior Certificates (Matric), Trade Certificates, N4 to N6 certificates, Traffic Officer Diplomas, Registration as Traffic Officer, National Diplomas, Degrees (including Honours and Masters) and any other qualification as and when necessary; - Verify national and international qualifications; - Have a database or develop a database dedicated to MKLM verifications so that the MKLM can access and retrieve data for candidates' qualifications as and when needed for auditing/court cases/arbitrations/forensic investigations purposes; - Issue a formal certificate with the company logo for each candidate, reflecting the qualification verified, the institution through which it was done, date of verification, etc., to be used for filing and auditing purposes (verification certificates need to be authentic as it will be used as proof at disputes, arbitrations, court cases and disciplinary cases); - Verify qualifications within a short period of time (less than a week per verification); - Screening of candidates as and when needed, which will include on or more of the following: <ul style="list-style-type: none">• Conducting employment reference checks;• Institute accreditation• Fingerprint zone• Determining the validity of a candidate's qualifications;• Verifying whether a candidate has been dismissed previously for misconduct or poor performance by another employer.• Credit check - Handle high volumes of verification requests as and when needed, e.g. when MKLM has to verify employees' qualifications that have not been verified yet, per Department. | |

- This refers to an advertisement which was published on Public notice board and municipal website dated 23 January 2025. Enquiries: Please contact: Ms S. Marule or Mr T. Pitse on 014 555 1313/1437.