



REQUEST FOR A QUOTE FOR A REPUTABLE AND EXPERIENCED
RECRUITMENT AGENCY TO HEAD HUNT FOR A FUNDRAISING AND
STAKEHOLDER ENGAGEMENT OFFICER - MTF RFQ 99/2024 - 2025

The Market Theatre Foundation

Request for Quotation:

REQUEST FOR A QUOTE FOR A REPUTABLE
AND EXPERIENCED RECRUITMENT AGENCY TO
HEAD HUNT FOR A FUNDRAISING AND
STAKEHOLDER ENGAGEMENT OFFICER - MTF
RFQ 99/2024 - 2025

Closing Date: 16 AUGUST 2024

Closing Time: 12:00

Tender Price: N/A

Tender can be delivered in RFQ / Tender box situated at or emailed:

138 Lillian Ngoyi Street, Newtown

vickeyp@markettheatre.co.za

Non-Compulsory Briefing Session:

Address: 138 Lilian Ngoyi Street, Newtown, Johannesburg

Company Name: _____



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The Market Theatre Foundation is looking for a reputable and experienced recruitment agency to head hunt for a fundraising and stakeholder engagement officer

INTRODUCTION:

The Market Theatre Foundation (MTF) is a Schedule 3A Public Entity in terms of the Public Finance Management Act (PFMA). The MTF is governed by the Cultural Institutions Act, as amended by the Cultural Law as Amendment Act (No 36 of 2001), and is an agency of the Department of Sport, Arts and Culture.

PURPOSE:

The purpose of this RFQ is to seek the services of a reputable and experienced recruitment agency to submit quotations for the procurement of candidates for the position of Fundraising and Stakeholder Engagement Officer, which requires proven expertise in fundraising activities.

SCOPE OF WORK

1. The recruitment agency will be expected to deliver the following:

- Source CVs of suitably qualified candidates as per the provided job profile.
- The service includes the sourcing of candidates who possess a track record of successfully raising at least R5 million annually through fundraising efforts.
- Provide at least six (6) candidates that meet the minimum requirements.
- Conduct the relevant background/verifications checks namely. Identity and citizenship, criminal, qualifications verifications, references.
- Conduct psychometric assessments by practitioners duly registered with the Health Professions Council of South Africa (HPCSA). The agency will ensure appropriate written and verbal report back procedures to the MTF and candidates concerned.
- Presentation of shortlists of candidates, based on the recruitment criteria.
- Management of the response handling of unsuccessful candidates.

Supporting documents that needs to be completed in full and be sent back with your quote.

- SBD 4 : Declaration of Interest (See attached)
- SBD 6.1 – BBBEE claim form (See Attached)
- Certified Copy of your valid BBBEE Certificate
- Proof of CSD registration starting with MAAA.....
- Minimum of 10 years' experience and qualifications of consultants allocated to the MTF.



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STAKEHOLDER ENGAGEMENT OFFICER - MTF RFQ 99/2024 - 2025**

- Provide written contactable reference letters from current and or previous companies where similar services were provided. The reference letters from the clients must include:
 - company name on company letter head
 - contactable Reference
 - dated and signed – not older than five (5) years.



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RECRUITMENT AGENCY TO HEAD HUNT FOR A FUNDRAISING AND
STAKEHOLDER ENGAGEMENT OFFICER - MTF RFQ 99/2024 - 2025**

ANNEXURE A - Declaration of Interest



REQUEST FOR A QUOTE FOR A REPUTABLE AND EXPERIENCED RECRUITMENT AGENCY TO HEAD HUNT FOR A FUNDRAISING AND STAKEHOLDER ENGAGEMENT OFFICER - MTF RFQ 99/2024 - 2025

SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

YES/NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

FULL NAME	IDENTITY NUMBER	NAME OF STATE INSTITUTION

2.2 Do you, or any person connected with the bidder, have a relationship ¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



REQUEST FOR A QUOTE FOR A REPUTABLE AND EXPERIENCED RECRUITMENT AGENCY TO HEAD HUNT FOR A FUNDRAISING AND STAKEHOLDER ENGAGEMENT OFFICER - MTF RFQ 99/2024 - 2025

with any person who is employed by the procuring institution? YES/NO

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name) in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

2.1 I have read and I understand the contents of this disclosure;

2.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 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 consortium² will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 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.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring



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2 Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder



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RECRUITMENT AGENCY TO HEAD HUNT FOR A FUNDRAISING AND
STAKEHOLDER ENGAGEMENT OFFICER - MTF RFQ 99/2024 - 2025**

ANNEXURE B

SBD 6.1: Preference points claim form to the Preferential Procurement Regulations
2022



**REQUEST FOR A QUOTE FOR A REPUTABLE AND EXPERIENCED
RECRUITMENT AGENCY TO HEAD HUNT FOR A FUNDRAISING AND
STAKEHOLDER ENGAGEMENT OFFICER - MTF RFQ 99/2024 - 2025**

SBD 6.1

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2 **To be completed by the organ of state**
(delete whichever is not applicable for this tender).
- a) The applicable preference point system for this tender is the **90/10** preference point system.
 - b) The applicable preference point system for this tender is the **80/20** preference point system.



REQUEST FOR A QUOTE FOR A REPUTABLE AND EXPERIENCED RECRUITMENT AGENCY TO HEAD HUNT FOR A FUNDRAISING AND STAKEHOLDER ENGAGEMENT OFFICER - MTF RFQ 99/2024 - 2025

c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	
SPECIFIC GOALS	
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;



REQUEST FOR A QUOTE FOR A REPUTABLE AND EXPERIENCED RECRUITMENT AGENCY TO HEAD HUNT FOR A FUNDRAISING AND STAKEHOLDER ENGAGEMENT OFFICER - MTF RFQ 99/2024 - 2025

- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$	or	$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:



**REQUEST FOR A QUOTE FOR A REPUTABLE AND EXPERIENCED
RECRUITMENT AGENCY TO HEAD HUNT FOR A FUNDRAISING AND
STAKEHOLDER ENGAGEMENT OFFICER - MTF RFQ 99/2024 - 2025**
80/20 or 90/10

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \quad \text{or} \quad P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)



REQUEST FOR A QUOTE FOR A REPUTABLE AND EXPERIENCED RECRUITMENT AGENCY TO HEAD HUNT FOR A FUNDRAISING AND STAKEHOLDER ENGAGEMENT OFFICER - MTF RFQ 99/2024 - 2025

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

	The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1.	100% Black owned or	6	
	51-99% Black owned	4	
2.	100% Black women owned or	6	
	51% to 99% Black women owned	4	
3.	5% Youth Ownership	2	
4.	2% Owned by persons with disabilities	1	
5.	Exempt Micro Enterprise (EME) or	5	
	Qualifying Small Enterprise (QSE)	3	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium



REQUEST FOR A QUOTE FOR A REPUTABLE AND EXPERIENCED RECRUITMENT AGENCY TO HEAD HUNT FOR A FUNDRAISING AND STAKEHOLDER ENGAGEMENT OFFICER - MTF RFQ 99/2024 - 2025

- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding



**REQUEST FOR A QUOTE FOR A REPUTABLE AND EXPERIENCED
RECRUITMENT AGENCY TO HEAD HUNT FOR A FUNDRAISING AND
STAKEHOLDER ENGAGEMENT OFFICER - MTF RFQ 99/2024 - 2025**

10 years, after the *audi alteram partem* (hear the other side)
rule has been applied; and

- (e) forward the matter for criminal prosecution, if deemed necessary.

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:



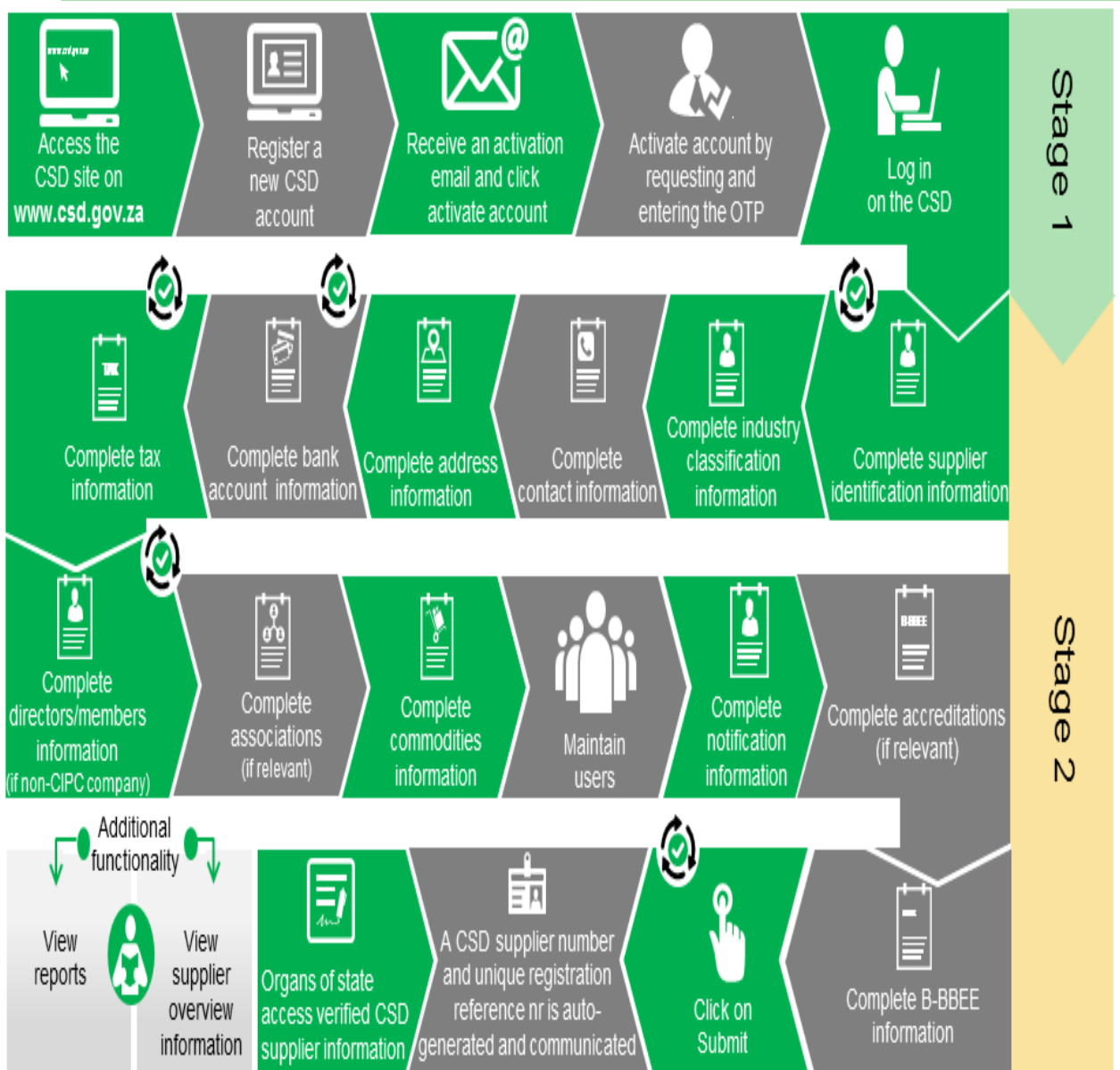
**REQUEST FOR A QUOTE FOR A REPUTABLE AND EXPERIENCED
RECRUITMENT AGENCY TO HEAD HUNT FOR A FUNDRAISING AND
STAKEHOLDER ENGAGEMENT OFFICER - MTF RFQ 99/2024 - 2025**

Annexure C
CSD REGISTRATION PROCESS



REQUEST FOR A QUOTE FOR A REPUTABLE AND EXPERIENCED RECRUITMENT AGENCY TO HEAD HUNT FOR A FUNDRAISING AND STAKEHOLDER ENGAGEMENT OFFICER - MTF RFQ 99/2024 - 2025

Supplier Self-Registration Process



Auto verification of supplier information with SARS, CIPC etc.



**REQUEST FOR A QUOTE FOR A REPUTABLE AND EXPERIENCED
RECRUITMENT AGENCY TO HEAD HUNT FOR A FUNDRAISING AND
STAKEHOLDER ENGAGEMENT OFFICER - MTF RFQ 99/2024 - 2025**

ANNEXURE E
PRICING SCHEDULE



REQUEST FOR A QUOTE FOR A REPUTABLE AND EXPERIENCED RECRUITMENT AGENCY TO HEAD HUNT FOR A FUNDRAISING AND STAKEHOLDER ENGAGEMENT OFFICER - MTF RFQ 99/2024 - 2025

Pricing Schedule

The MTF has developed the following pricing schedule as a baseline to assist in the evaluation of bids. Each bidder is required to complete and submit the Pricing Table. Additional price components not included in the Pricing Table should be clearly itemized below.

1. Pricing Schedule

Item No	Description	Estimated Offer (Annual)	Stipulate Percentage	Amount
1	Fee for headhunt (Fundraising and Stakeholder Engagement Officer)	R 709 258.00	%	R
2	Other Costs			R
3	TOTAL (Inclusive of Vat 15%)			



REQUEST FOR A QUOTE FOR A REPUTABLE AND EXPERIENCED RECRUITMENT AGENCY TO HEAD HUNT FOR A FUNDRAISING AND STAKEHOLDER ENGAGEMENT OFFICER - MTF RFQ 99/2024 - 2025

ROLE PROFILE

PART A: GENERIC INFORMATION			
POSITION TITLE	Fundraising & Stakeholder Engagement Officer		
DEPARTMENT/UNIT	Corporate		
LOCATION / OFFICE	Market Theatre Foundation - Newtown		
POSITION REPORTS TO:	COO		
POSITION GRADE	Global Grade		Paterson
ROLE INFORMANT/S			

PART B: JOB DETAILS
Purpose
To oversee the fundraising activities of the MTF and to act as the custodian and driving force behind fundraising efforts to bring in donations by establishing excellent relationships and raise awareness and ensure the general public maintains a favorable image of the institution. Creating new and innovative plans for successful fundraising by being able to adapt and change strategies to meet the needs of the donor pools and keep the donations coming in.



REQUEST FOR A QUOTE FOR A REPUTABLE AND EXPERIENCED RECRUITMENT AGENCY TO HEAD HUNT FOR A FUNDRAISING AND STAKEHOLDER ENGAGEMENT OFFICER - MTF RFQ 99/2024 - 2025

PART B: JOB DETAILS (Continued)	
Key Accountabilities	Key Activities
Fundraising	<ul style="list-style-type: none"> Develop fundraising strategy for the four core business units Increase donor funding from multiple sources; locally and internationally. Raise funds from public and private sector. Monitor and inform business units regarding funding opportunities that arise and seek their input when formulating the proposal. Build credibility and enhance funder stakeholder relationships. Ensure that funders are kept informed about the grants and funded projects through regular engagements with the funders. Ensure all reports, as stipulated within the grants agreements, are submitted on time. Liaise with managers to ensure financial adherence to grant stipulations. Monitor and liaise with project managers to avert any financial risks to donor funds Liaise with the CFO to monitor funder grants utilisation. Enhance standard operational procedures and systems. Originate and develop proposals as per programming targets with the MTF's business units. Maintain accurate reports of funding received. Ensure that CFO is fully briefed on all funds received and the specific allocations for the funding. Liaise with the Brand and Communications Manager to provide funder visibility in terms of grant agreements and to promote funder hospitality through invitations to specially hosted MTF events. Ensure that funders are added to the MTF's databases and newsletters. Delegate and empower staff to increase contribution and level of responsibility to funded programmes. Ensure all funded projects have sufficient documentation and proof to substantiate each performance information outcome. Draw up fundraising strategies for the different units.



REQUEST FOR A QUOTE FOR A REPUTABLE AND EXPERIENCED RECRUITMENT AGENCY TO HEAD HUNT FOR A FUNDRAISING AND STAKEHOLDER ENGAGEMENT OFFICER - MTF RFQ 99/2024 - 2025

PART B: JOB DETAILS (Continued)	
Key Accountabilities	Key Activities
Stakeholder management	<ul style="list-style-type: none"> • Stakeholder mapping • Provide high quality stakeholder and funder care • Prompt response to stakeholders and funders queries and/or requests (whichever is applicable) • Stakeholder and funders queries forwarded to respective departments, where applicable, and followed up for immediate action. • Deal with stakeholders and funders in a fair, ethical and disciplined manner • Handle stakeholders/funders queries respectfully and courteously. • Ensure a high level of honesty, transparency and integrity when dealing with stakeholders/funders. • Foster good communication with both internal and external stakeholders • Promote open communication between and within departments.
People Management	<ul style="list-style-type: none"> • Manage own time as well as time of colleagues and stakeholders to reach funder targets and grant obligations. • Manage conflict through participatory and transparent approaches. • Empower team members through recognising, encouraging participation in decision making and delegating tasks.



REQUEST FOR A QUOTE FOR A REPUTABLE AND EXPERIENCED RECRUITMENT AGENCY TO HEAD HUNT FOR A FUNDRAISING AND STAKEHOLDER ENGAGEMENT OFFICER - MTF RFQ 99/2024 - 2025

PART C: POSITION SPECIFIC REQUIREMENTS	
<p>Internal Communication</p> <ul style="list-style-type: none"> All MTF Staff 	<p>External Communication</p> <ul style="list-style-type: none"> Government Departments of Sports; Arts and Culture at all three tiers of government Tourism and other agencies Newtown Improvement District – Newtown Precinct Property Owners Hillbrow Ekhaya Improvement District – Hillbrow and Doornfontein Property Owners Stakeholders in general Corporates, private business and potential funders
<p>Qualifications</p> <p>Minimum:</p> <ul style="list-style-type: none"> Diploma in humanities, arts, finance <p>Ideal:</p> <ul style="list-style-type: none"> Bachelors’ degree in humanities, arts & finance <p>Training</p> <p>Minimum:</p> <ul style="list-style-type: none"> Fundraising & Donor communications – proficient in English <p>Ideal:</p> <ul style="list-style-type: none"> South African Fundraising Institute certificate Financial certificate beneficial 	<p>Experience</p> <p>Minimum:</p> <ul style="list-style-type: none"> Proven track record of fundraising efforts Minimum 5years Proven record of raising > R10m per annum consistently <p>Ideal:</p> <ul style="list-style-type: none"> Recognised as a fundraiser in industry 10 Years +
PERSON SPECIFICATION (KNOWLEDGE, SKILLS, AND ATTRIBUTES)	
<i>Behavioural Competencies / Performance Drivers</i>	<i>Technical Competencies / Professional Expertise</i>
<ul style="list-style-type: none"> Critical Judgement Decision Making Impact and Influence Interactive Communication Relationship Building Self Confidence Strategic Thinking Risk Management Work Ethics and Values 	<ul style="list-style-type: none"> Legislation, Policies, Procedures and Standards Familiarity with Arts sector policies, local and globally. Knowledge of the Public Finance Management Act (PFMA), Preferential Procurement Policy Framework act (PPPFA) and Treasury regulations. Knowledge of the Arts and corporate governance issues. Financial Budgeting, Planning and Reporting



**REQUEST FOR A QUOTE FOR A REPUTABLE AND EXPERIENCED
RECRUITMENT AGENCY TO HEAD HUNT FOR A FUNDRAISING AND
STAKEHOLDER ENGAGEMENT OFFICER - MTF RFQ 99/2024 - 2025**

Leadership Competency Requirements

- Planning and Organising
- Resource Management
- Team Leadership



REQUEST FOR A QUOTE FOR A REPUTABLE AND EXPERIENCED RECRUITMENT AGENCY TO HEAD HUNT FOR A FUNDRAISING AND STAKEHOLDER ENGAGEMENT OFFICER - MTF RFQ 99/2024 - 2025

1. INTERNAL AND EXTERNAL COMMUNICATION:

Negotiating and influencing of potential funders, General liaison with all other stakeholders, attending of meetings and giving sound contributions, dissemination of information via departmental meetings and staff meetings. Contributing to resolution management of problems and issues in meetings.

2. ROLE COMPLEXITY:

- Understanding the sector and its stakeholders; understanding funding preferences and cycles for different stakeholders.
- Understanding regulations and the type of funding the MTF can apply for. Change of regulations and legislation which require staying abreast with changes frequently and making sure changes are applied internally.

PART D: ORGANISATIONAL / REPORTING STRUCTURE

