



SD|RECRUITMENT

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PROVISION OF TEMPORARY EMPLOYMENT SERVICES

BID NUMBER: UCT2017/03/01

JUNE 2017





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About Us

**17 YEARS
EXPERIENCE**

**BLACK
FEMALE
OWNED
COMPANY** **100%**

**APSO & FEDHASA
Registered**



**NATIONAL
FOOTPRINT**

With offices in...

Cape Town | Gauteng | Durban

**BBBEE Level 1
Contributor** ✓

**CHEFS
ASSOCIATION
Membership**

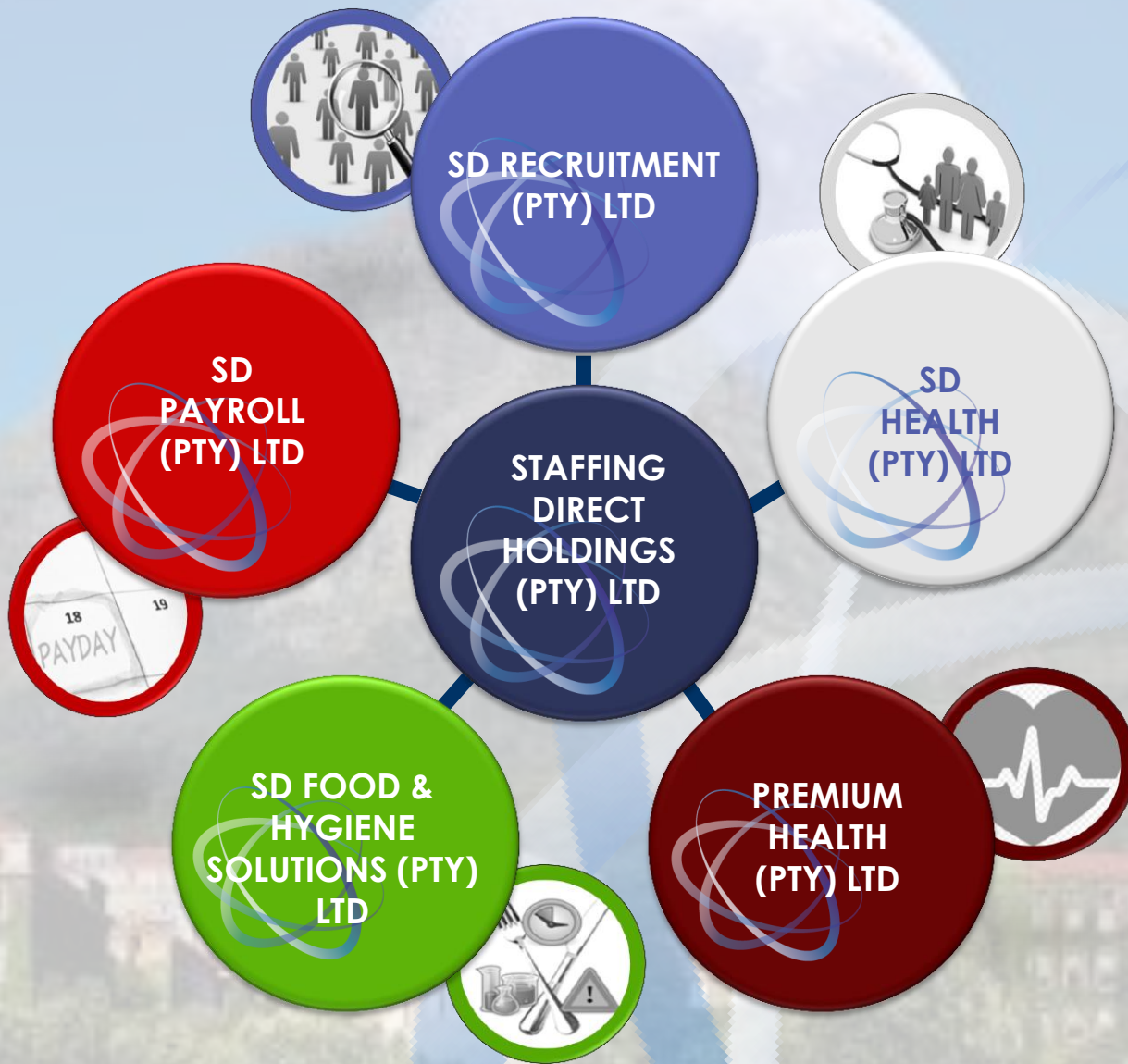




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Our Divisions



Our History

2000



2000

In 2000 Caroline Mack realised her vision and founded Staffing Direct (now known as SD Recruitment)

2005



2011

SD Recruitment expands its suite of services with the establishment of a training division

2010



2014

awarded **SERVICE PROVIDER OF THE YEAR** for managing the Cape Town International Convention Centre Staff Project

2015



2017

The company experiences exceptional growth and established 2 more divisions namely SD Health & SD Food and Hygiene Solutions. All divisions start operating under the holding company Staffing Direct Holdings (Pty) Ltd

2020



2017

Staffing Direct Holdings acquires and welcomes Premium Health into our growing family.



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What we stand for

OUR MISSION

To always provide our clients with a professional and highly efficient service that we can be proud of and that reflects our values and Commitment.

OUR COMMITMENT

We are committed to you, our client and candidates. We know it is all about you and promise that:
We will offer a highly Personalised service.
We will stay focussed on our vision and will be responsive to your needs.

WHAT WE STAND FOR

OUR VALUES

Integrity
Diversity
Personal Growth
Relationship Building





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Our Management Team

CAROLINE MACK

**MANAGING
DIRECTOR**

**LISL HARMSE
DIRECTOR**

**MICHELLE MARAIS
DIRECTOR**





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Recruitment Services

SD Recruitment offers a full suite of recruitment services including:

- Executive Search
- Temporary Hire
- Permanent Placements
- Outsourced Staffing Services

The following services is forms part of our standard service offering:

- Reference Checking / Probitry Checks Coordination
- Sourcing / Facilitation of relevant psychometric tools
- Staff Inductions and Basic Health & Safety Training
- Recruitment Ad Copywriting and Media Placement
- Resume Screening and Short Listing
- Telephone Screening and Short Listing
- Interview Guide Preparation
- Interview Panellist Participation





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General Competence

Quality of Staff Committed to the project:

- Our consultants and Management are veterans in supplying Temporary Recruitment Services

Financial Capacity:

- SD Recruitment has been operational since the year 2000 and has shown continued growth throughout the years.

Level of Control over Staff Member Placed:

- Performance Management Documents compiled against Job Descriptions
- Weekly Meetings to monitor temp employee
- Onsite Manager for large quantities of staff





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General Competence (cont.)

Thorough Understanding of Labour Legislation:

- We utilize the services of Labourwise for Labour Matters
- In addition members of our internal team are highly knowledgeable
 - Colin Mack (Labour Relations Diploma)
 - Lisl Harmse (8,5 years Operations Management Experience)





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Experience

Current Key Clients for Temporary Recruitment

COMPANY NAME	SERVICES	INDUSTRY	PERIOD OF RELATIONSHIP	AREAS ASSISTING
ICC Durban	Outsourced Staffing Service Placement and Management of 250+ temps at given time	Hospitality	Since 2010	Regional
Multichoice	Temp & Fixed Term Contracts: Placement and Management of approx 20 temps at any given time (customer service agents)	Entertainment	Since 2006	Regional
Sun International	Fixed Term Contracts	Hospitality	Since 2006	National
Distell	Temp Temp Recruitment (onsite office) for mainly technical positions (85 temps at any given time)	FMCG	Since 2012	Regional
Department of Health	Fixed Term Contracts Contract Recruitment of Locum Staff (i.e. doctors) approximately 35 doctors at any given time	Government	Since 2015	Regional
Groote Schuur Hospital	Outsourced Staffing Service Placement and Management of Porters (180 porters at any given time 365 days a year 24 hours a day)	Government	Since 2016	Regional



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Experience (Cont.)

Current Ad Hoc Clients for Temporary Recruitment

Company Name	Industry	Years Assisting	Areas Assisting
Capespan	FMCG	5 years	Regional
Dpt of Agriculture	Government	6 Years	Regional
Johannesburg Water	Government	1 Year	Regional
Dekra Paints	FMCG	7 Years	Regional
Media 24	Medical	2 Years	National
Sea Harvest	Fishing	3 Years	Regional
Towerstone	Education	< 1 year	Regional
Discover Africa Group	Tourism	< 1 year	Regional
Vital Health Foods	FMCG	1 Year	Regional
Mount Nelson	Hospitality	1 Year	Regional
SARS	Financial Services	3 year	National





Experience (Cont.)

Previous Large Contracts for Temporary Recruitment

CLIENT	DETAILS OF CONTRACT
CTICC	Placement and Management of 300-650 temps at given time
Metrorail	Temp (30 temps at any given time) and Perm Recruitment of Specialised Technical Staff. During 2010 Soccer World cup we sourced and upskilled 300 customer service, admin support and supervisor candidates for Metrorail.
Eskom	Exclusive supplier of Temp Call Centre staff for inbound and outbound call centre. (120 temps at any given time within office support, call centre and technical roles)
Petro SA	Placement and Management of 6 temps at given time (positions mainly office support) Permanent Placements (middle management to senior management)
Ichoice	Temps within the call centre environment





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About our Temporary Recruitment Services

- SD Recruitment is experienced in providing temporary/contract staff for a wide variety of industries and job types.
- The interviewing process for our contract/temporary candidates is exactly the same as for candidates required for permanent positions.
- We manage and mentor all our contract/temporary staff members. As the employer, we handle the full payroll function, all labour relations issues, performance management and appraisal, mentoring and coaching.

Dependent on the number of contract/temporary staff members that we are managing at a client, we can provide an **on-site temp manager/s** to manage our contract/temporary staff.





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About our Temporary Recruitment Services

As we are the employer, the benefits that we offer our temps to attract and retain them is the following:

- Ongoing upskilling of our temporary staff.
- Provident Fund for Temporary Staff provided through our Outsourced Division (for larger projects)
- OCSA Medical Aid provided to all Temporary Staff.
- We offer a Funeral Plan to the value of R5000.00.
- Employee wellness programme offered to temporary staff members





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About our Temporary Recruitment Services

Response Time to fill Clerical and Admin Temporary Positions

< 1 day

Response Time to fill Temp/Emergency Senior/Specialist/Technical Posts

5-10 working days (unless otherwise negotiated)





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Methodology

- Receipt of Job Specification
- Candidate Search
- Interview Process
- Assessments
 - Hospitality Temp/Contract Personnel Assessments
 - Call Centre Personnel Assessments
 - PC & Keyboard Skills
 - General Skills
 - Account Skills
 - Microsoft Skills
 - Psychometric Assessments





Methodology

- References
- Verification Checks:
 - Academic Qualifications (Local, Global, Sub-Saharan Africa)
 - Credit Standing/proof of ID (including previous recorded employers)
 - Criminal Record
 - Biometric Criminal Checks (police clearance)
 - Drivers License
 - Employment Record (local, global)
 - ID Verification
 - Matric Qualification
 - Permanent Residency
 - Professional Association Membership





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Methodology

- Training
- Presentation of CV's
- Interview with the Client
- Follow Up
- Invoicing Procedure
- Reporting





Types of Roles Required (Ability to Deliver)

TYPE OF ROLE	ABILITY TO DELIVER	EXPERIENCED IN DELIVERING
Administrative	Yes	Long Track Record of supplying Administrative Temps across client base.
Health Professionals/Practitioners	Yes	Track Record of supplying Department of Health with Locum Pharmacists and Doctors.
IT	No	N/A
Cleaners	Yes	Track Record of supplying Porters to varied Groote Schuur Hospital.
Gardeners	Yes	Track Record of supplying Gardeners to Fish Hoek Hospital.
Catering	Yes	Track Record of supplying varied hospitality temporary staff to CTICC and ICC Durban.
Security	No	N/A
Bus Drivers	Yes	Fleet Drivers to Metrorail



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Thank you!

