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## INSTRUCTION NOTE

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Dear Suppliers

The CRL Rights Commission hereby requests quotations for the provision of end-to-end recruitment services for **one (1) Investigation and Conflict Resolution Manager position**, as per the attached advertisement.

The appointed service provider will be required to deliver the following services:

- Source and submit a minimum of five (5) suitably qualified candidate CVs for consideration and interview purposes
- Conduct preliminary interviews with shortlisted candidates
- Perform personnel suitability checks on the recommended candidate(s), including:
  - Qualification verification
  - Criminal record checks
  - Citizenship verification
  - Driver's licence verification

**Please submit your quotations along with the following supporting documents:**

1. Quotation with all the items listed on our specification.
2. SBD Form, ensure that all companies owned by directors are declared on [Page 4 \(Section 2.11.1\)](#).
3. Three contactable references.

**Submission Deadline: 8 January 2026 at 12h00.**

Kindly forward all quotations with your completed SBD forms as directed above to Mr. Richard Baloyi. e-mail to [Richard@crlcommission.org.za](mailto:Richard@crlcommission.org.za)

Kind Regards, Mr. Richard Baloyi

# Requisition

## CRL Commission Live

**Requisition:** REQ07135

**Requested By:** N Whittaker

**Date:** 2025/12/19

**Agent:** N Whittaker

<u>Module</u>	<u>Item Code</u>	<u>Description</u>	<u>Supplier</u>	<u>Expected Date</u>	<u>Quantity</u>	<u>Expected Price</u>	<u>Project</u>	<u>Incident Type</u>	<u>Agent</u>	<u>Status</u>
GL	1032/136/130/001	Cons&Spec Serv: Agent Proff Staff/Corporate Services/Office of the Chief Financial Officer/Administr		2025/12/19	1.00	0.00	000	REQ - SMUTS	CM Smuts	Request

The CRL Rights Commission requests quotations from suitable agencies to conduct end-to-end recruitment of 1 Investigation and Conflict Resolution Manager position, as per the attached advertisement.

The appointed service provider will be expected to deliver the following:

- Source and provide CVs (5 Minimum) of suitably qualified candidates for consideration and interviewing purposes,
- Conduct preliminary interviews of the suitable and selected candidates,
- Conduct personnel suitability checks on the successful candidates, which will include the following:
  - Qualification verification
  - Criminal records checks
  - Citizenship
  - Driver's Licence

Regards  
N Whittaker on behalf of HR

**Total** **0.00**

Requested Date : 19/12/2025

Approved for RFQ date : 19 December 2025

Approved for Purchase Order date : \_\_\_\_\_

NAME : n whittaker

NAME : *CM Smuts*

NAME : \_\_\_\_\_

SIGNATURE : *N Whittaker*

SIGNATURE : *[Signature]*

SIGNATURE : \_\_\_\_\_

**POST:** Manager: Investigations & Conflict Resolution (12 months contract)

**REF NO:** CRL/2025/01

**SALARY:** R896 436.00 per annum, (All-inclusive remuneration package)

**CENTRE:** Head Office: Braamfontein, Johannesburg

**PURPOSE:** To strategically direct, manage, and oversee the overall functioning of the Investigation and Conflict Resolution unit.

**REQUIREMENTS:** A 3 (three) year appropriate bachelor's degree in law/LLB or any other relevant field. Post Graduate Degree is an added advantage. A minimum of 5 years in experience in the Legal field at middle management level. Knowledge and experience about the functioning of Constitutional Institutions strengthening democracy will be an added advantage. Knowledge of interpretation, application, and limitation of the law. Admission as an attorney or advocate will be an added advantage. A valid driver's license is a requirement. The incumbent will report to the Chief Executive Officer as the designated line manager.

#### **COMPETENCIES/ATTRIBUTES**

Computer skills, and people management skills. Excellent verbal and written communication skills. Ability to work independently, in a team and under pressure. Negotiation and Conflict Management skills.

#### **ROLES & RESPONSIBILITIES**

The successful candidate will be responsible for the effective management of the Unit and provide strategic leadership. Facilitate and ensure the resolution of C-R-L related complaints. Provide legal services support to the Commission and the public on cultural, religious and linguistic rights. Manage the execution of investigations and conflict resolution. Manage the implementation of legislative review and policy influence. Manage budget and use human resources effectively and foster collaborative efforts and teamwork. Effective management of human, physical, and financial resources within the Unit is essential, including staff supervision, mentoring and coaching of interns, performance management functions. Ensure successful implementation on the Annual Performance Plan (APP) of the Unit, providing reports to oversight structures as required. The incumbent will report to the Chief Executive Officer as the designated line manager.

**ENQUIRIES:** Human Resources (011) 358 9108/9112