

**Contracts Finder**

**Actuarial Specialist Senior Recruitment Agency**

**Reference number:**

**Deadline date:** 20th October 2015

**This deadline is for:** Submission of written tender

**Contract value from:** £17,975

**Location where the contract is to be carried out:** Central London

**Is this suitable for smaller suppliers?** Yes

**Is this contract suitable for a voluntary, community and social enterprise organisations?** No

**Name of the buying organisation:** Government Actuary’s Department

**Description of the contract:**

The Government Actuary’s Department is seeking a specialist recruitment agency to provide a full recruitment service to seek and find high calibre candidates for Actuarial Specialists and Senior Positions.

The recruitment agency must be able to qualify successful recruitment of high profile candidates of the actuarial profession.

Suggested timetable:

October 2015 Appointment of agency

November 2015 Selection and interviews

December 2015 Offer acceptance and candidate resignation

March/April 2016 Likely start date of successful candidate

**Classification of the Contract:**

Staff Sensitive

**Who to contact:**

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| --- | --- |
| **Contact name:**Natalie Sullivan**Organisation name:**Government Actuary’s Department**Address:**Finlaison House15-17 Furnival StreetLondon EC4A 1AB | **Telephone:**020 7211 2602**e-mail**:Human.Resources@gad.gov.uk**Web address:**[www.gad.gov.uk](http://www.gad.gov.uk)  |

**How to apply:**

Applications should be submitted in writing to Human.Resources@gad.gov.uk, stating 'Actuarial Specialist Senior Recruitment Agency Application' in the subject heading.

Interested specialist recruitment agencies should apply by submitting a maximum of 4 sides of A4 setting out how they meet the criteria requirements for service provision by responding to the questions below.

1. Provide details of how your networking and penetration of the actuarial market will ensure you supply high calibre candidates
2. Outline the clients that you have worked with and the Actuarial Specialist / Senior Positions that you have successfully recruited to
3. Give examples of two client testimonials for Actuarial Specialist / Senior Position recruitment
4. Outline how will you carry out scoping to identify the specific role requirement needs and ensure that organisational culture is understood
5. Provide the methods undertaken to conduct a search assignment
6. Describe your approach to liaising and engaging with the candidates and how you maintain best practice recruitment principles
7. Detail the fee and cost structure that you use
8. A copy of terms of business for this work
9. Describe your unique selling point
10. Detail any potential conflicts of interest

Written submissions will be reviewed and a shortlist of candidates invited to attend an interview at the GAD offices which is expected to take place in the morning of Thursday 5th November.