



ADVERTISED VACANCY: 20 February 2019

ADMINISTRATOR CONTRACT MANAGEMENT (PROCUREMENT) - 3 YEAR CONTRACT

GRADE 10 - R 227 808 - R 278 431 (Total Cost to Company)

The Contract Management Administrator will report to Manager: Contract Management. The candidate will provide administrative support to Contract Management.

KEY DUTIES AND RESPONSIBILITIES

The Key Performance Areas will encompass:

ADMINISTRATIVE

- ❖ Render administrative assistance for all Contract Management Services in ECDC;
- ❖ Maintain ECDC contract management register and deviation register;
- ❖ Draft response letters to bidders. Liaise with end users in preparation and reviewing of ECDC contracts;
- ❖ Provide support in the implementation of contract management policy and procedures;
- ❖ Ensure compliance with SCM policy and all relevant legislation in the management of ECDC contracts;
- ❖ Provide assistance in the monitoring of contract progress and performance. Issue monthly contract monitoring tool to end users;
- ❖ Issue notification of contract expiry period to end users monthly;
- ❖ Coordinate and provide monthly report to the Contract Manager;
- ❖ Prepare and administer contracts files and records. Report to the Contract Manager.

MINIMUM REQUIREMENTS

- ❖ National Diploma in Supply Chain Management/ Logistics Management/ Public Management/ Public Administration / Law Degree;
- ❖ 3 years contract management experience;
- ❖ Must possess the following competencies;
 - Operational and financial management skills;
 - reviewing and drafting contracts;
 - Understanding of Contracts and Service Level Agreements (SLA's);
 - Good knowledge of operational performance planning and monitoring;
 - Corporate governance knowledge of the PFMA, Treasury Regulations;
 - Law of contracts and Supply Chain Management prescripts.

This is a 3 year fixed term appointment and the successful candidate will be subjected to signing a performance contract. If you have not been contacted within 8 weeks after the date of the advertisement, please regard your application as unsuccessful.

In making these appointments, ECDC reserves the right to apply the principles enshrined in the Employment Equity Act, its policies and plans.

Please send your detailed CV and certified copies of qualifications to
Talent Consultant
Tel. (043) 7045783
Fax 0866829817
Email humanresources@ecdc.co.za
Closing date: 27 February 2019
