



INTERNAL/EXTERNAL ADVERT
DEMAND AND CONTRACT MANAGEMENT OFFICER – 3 YEAR CONTRACT
PATTERSON JOB GRADE C1: (Ref No. DCM2019)
All-inclusive package – R 300 967.00 pa

Applications are invited from suitably qualified candidates for the **Demand and Contract Management Officer** position that has become available in the **Finance Division**.

Minimum Requirement & Job Competences:

- Matric/Grade 12 with Mathematics or Accounting;
- Degree or National Diploma in Supply Chain Management / Logistics/ Purchasing Management;
- 3 - 4 years' experience in contracts management;
- Thorough knowledge of the PFMA Act 1999 and the PPPFA Act 5 of 2000, Supply Chain Management practices and Treasury Regulations;
- MS Office Proficiency (Advanced Excel);
- ACCPAC or similar accounting package;
- Very high level of attention to detail;
- Interpersonal skills – teamwork, respect, tact and discretion;
- Above average numerical skills;
- Self-motivated and able to use own initiative.

Key Responsibilities:

- Develop and maintain contract register;
- Develop contract management tools to assist users in managing contract;
- Conduct periodic operational and contract compliance reviews;
- Reconcile the outstanding contract value to the available funding per contract;
- Review all the payments relating to contracts for accuracy, completeness and validity;
- Review the process applied by the contract owners to monitor contracts progress;
- Create and update contract payment schedule for each contract;
- Reconcile the contracts payment to the bank statements;
- Review contract variations and any deviations to the contract;
- Follow-up and confirm with the contract owners on any amendments to the contracts;
- Monitors compliance to service level agreement;
- Review contract close out reports submitted by the contract owners;
- Update and monitor the following registers: Warranty and guarantee registers; and Licence and subscription registers;
- Liaise with SCM to identify repairs and maintenance procured to identify asset;
- Liaise with Asset Clerk to confirm assets that are under warranty;
- Purchase goods and services on behalf of users by way of quotations/bids in line with SCM policies;
- Provide demand and acquisition services;
- Provide secretariat services to the Departmental Bid Committees;

- Provide inputs in the development of demand and acquisition management policies, procedure manuals and best practices.

Interested candidates are requested to send detailed CV's for the attention: HEAD – Corporate Services by email to: recruitment2@shark.co.za Please Quote Ref. No **DCM2019**, in your correspondence. **Closing Date: 15h30 on Friday, 20th December 2019.**

No late applications will be considered. Correspondence will only be limited to shortlisted candidates. Should you not hear from us within 15 days after the closing date, please consider your application to have been unsuccessful. Selection will be made in terms of the entity's employment equity targets. We reserve the right not to proceed with this application process. All shortlisted applicants will be subjected to pre-screening assessments.

“APPLICATIONS FROM PEOPLE LIVING WITH DISABILITIES ARE ENCOURAGED”

BM
04/12/2019