

Re-Advertisement

Manager: Contract Management and Compliance

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) seeks to employ an **Manager: Contract Management and Compliance** who will report directly to the **Senior Manager: Supply Chain Management** and be based at the **Head Office: Centurion**.

Grading: (Role Band: D2)

Salary: R941 746 (Total Cost to Company per annum)

The role of this position is to:

To oversee, manage, handle and negotiate contracts for W&RSETA. To carry out duties such as preparing contracts, examining, assessing, and reducing risks; overseeing and handling negotiations, communicating contract terms when required, and monitoring and/or supervising payments. Responsible for supporting the user departments in managing the performance of contracted service providers. The Contract Manager is required to form part of the Specification discussions to set Terms of Reference in all bid documents as well as the team that conducts strategic sourcing on behalf of the SCM department

Key Performance Areas will include but not limited to the following:

- Development of Contracts Management System which involves development, maintaining and monitoring the W&RSETA Contract register to minimize unnecessary irregular expenditure (material or non-material)
- Working with and managing multiple stakeholders including the lead team (Internal and External) clients
- Supplier Relations Management – develop, maintain and promote relations on behalf of SETA interest
- Manage service provider performance and implement corrective measures where there's poor or unsatisfactory performance.
- Developing negotiations strategy and leading negotiations with suppliers
- Meeting and liaising with clients, companies, vendors, and/or contractors to communicate and negotiate contract terms
- Knowledge and familiarity with procurement process of the public sector organization
- Compliance and Risk Management
- Examining and/or assessing risks and coming up with suggestions and recommendations through which they can be minimized
- Ensure promotion of Government Socio-Economic Objectives
- Advance W&RSETA BBB-EE initiatives and Policy directives.
- Overseeing the planning of projects and ensuring that they are programmed to a certain level of detail
- Making sure that the procurement processes are executed accordingly and accurately

- Supervising payments and ensuring that they are well-utilized and managed
- Provide inputs into contracts preparation between SETA and stakeholders.

Minimum Qualifications and Experience

- Bachelor's degree in Business Management / Financial Management/Supply Chain Management/ Legal
- A minimum 8 years' experience in Contract Management, Service Level Agreement, Governance and Compliance in a large organisation
- Minimum 5 years' experience obtained in a Supply Chain management/procurement environment; and
- In-depth knowledge and understanding of Corporate Governance and Regulatory frameworks Public Financial Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA) and its most recent regulations as well as guidelines, notices and instruction notes issued by the relevant authorities from time to time
- Up-to-date knowledge and understanding of new developments and strategies in the procurement and SCM environment

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Instructions to applicants

- All applications must be accompanied by certified copies of the ID and all educational qualifications and they should not be older than 6 months.
- Applications received after the closing date, will not be considered.
- The Wholesale and Retail SETA reserves the right not to make appointment(s) to the advertised post(s).
- The organisation will give preference to candidates in line with the Employment Equity goals.

NB: Please include the name of the position on the subject line of the email.

Applicants who have previous applied can re-apply.

Only applicants who meet the minimum requirements of this position should apply, by forwarding their CVs for attention: Libokanyo Khumalo (Senior Manager: HR) at careers@wrseta.org.za. The closing date for applications is: **16 November 2024**.



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Department:
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