



**SCM OFFICER: CONTRACT MANAGEMENT  
(PERMANANT POST)  
Category 01 Municipality  
SALARY NOTCH T10**

**Minimum requirements:**

- Grade 12
- NQF Level 6 in Accounting or equivalent qualification
- 1-2 years relevant municipal experience in Supply chain and contract management
- Be computer literate
- Valid Drivers' License;
- Good communication and presentation skills
- Knowledge of local government legislations and be able to execute tasks associated with this post in line with SCM Regulations

**Knowledge Required:**

- Administering concluded contracts, interacting with departments to establish conformance with specifications, terms and conditions
- Administering contracts effectively in accordance with the Council's policies, procedures and compliant with applicable legislative requirements.
- Interacting with the Project Managers about the signing of contracts and service level agreements for all contracts entered into by the Council.
- Ensuring that all contracts are accurately recorded on the contract Register and regularly updated
- Reviewing contracts on the contract register to ensure their validity
- Co-ordinating and control the application of procedures in respect of the supplier performance monitoring and contract management
- Preparing reports on a non-performing /poor performing companies and recommend the appropriate actions to be taken to remedy the situation
- Supervising activities of the personnel to ensure that work performed meets acceptable standards and is completed within agreed upon timelines
- Establishing mechanisms to ensure an effective and efficient management of Municipal contracts.
- Liaising and ensure that sufficient documentation is obtained for all contracts entered into in terms of Section 32 of the SCM Policy

Enquiries can be directed to the Acting CFO, **Mr. TS Cele on 035-550 0069** during office working hours.

**Applications must be submitted with covering letter together with a comprehensive CV and certified copies of relevant qualifications should be addressed and submitted to: The HR Section, Mtubatuba Municipality, P. O. Box 52, Mtubatuba, 3935 or be hand delivered to our Registry Office in Lot 105 INkosi Mtubatuba Road on/or before 24/03/2017 at 15h00. Candidates with foreign qualifications must submit SAQA evaluation.**

