THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). Candidates with disabilities are encouraged to apply. Candidates will be subjected to a security clearance up to the level of “Top Secret”.

APPLICATIONS: The Presidency, Private Bag x1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings.

FOR ATTENTION: Ms Kefilwe Maubane

CLOSING DATE: 22 November 2019

NOTE: Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to a pre-employment screening to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered.

OTHER POST

POST 40/43: ADMINISTRATION OFFICER: CONTRACT MANAGEMENT

Directorate: Supply Chain Management
(1 year contract)

SALARY: R257 508 per annum (Level 07)

CENTRE: Pretoria


DUTIES: The successful candidate will be responsible for assisting in drafting and negotiating contracts. Liaise with Legal Services for vetting of contracts. Facilitate the process of signing of contracts. Drafting internal memorandums and correspondence letters. Maintain and update the contract management registers. Send expiry notifications of contracts. Update spent of contracts. Maintain and update Lease register. Send contract performance report template to End Users quarterly and ensure compliance by end users. Send close out report to End Users at the end of each contract and ensure compliance by End Users. Safekeeping of Contracts and all records pertaining to the contract Administration process. Develop and maintain a proper filling system physical and electronic. Proper filing of contracts and supporting documents. Upload file on the contract management network drive.

ENQUIRIES: Ms S Motaung Tel No: (012) 300 5813