

BENCHMARK JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

Name of jobholder: :

Job title : Assistant Director: Supply Chain Management (Contract Management)

Core code :

Post level and salary code : 9

Occupational class code :

Name of component :

Location :

Posts reports to : Deputy Director: Supply Chain Management (Contract Management)

Date of appointment :

B. JOB PURPOSE

To supervise and render a contract administration service through the monitoring, reporting, and execution of amendments, additions, adjustments, variations and addenda to contracts.

C. KEY PERFORMANCE AREAS

1. Supervise monitor, analyse and determine actions to ensure proper contract administration.
 - (a). Administer variations to the contracts.
 - (b). Evaluate applications for price adjustments and invoke penalty clauses.
 - (c). Evaluate applications for variations, amendments and cancelations and develop proposals for approval.
 - (d). Undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes.
 - (e). Maintain proper relationship with suppliers within the code of ethics to ensure deliver off goods/services.
2. Supervise, monitor contract compliance by determining whether product/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract.
3. Supervise and monitor supplier performance according to the contract and service level agreement.

D INHERENT REQUIREMENTS

Determine according to the Draft Competency Framework for Contract Management

E APPOINTMENT REQUIREMENTS

The following requirements apply:

A relevant tertiary qualification at NQF level 7.

3 years related **contract management** experience at supervisory level.

F CAREER PATHING

Compliance with the requirements of higher post.

G AMENDMENTS TO THE JOB DESCRIPTION

The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she may deem reasonable, after due consultation with the post holder.

PERFORMANCE AGREEMENT

The Performance Agreement of the post holder, which contains a workplan and specific target dates, should be read as an extension of this job description. The performance agreement may also contain an annexure outlining any standard operating procedures that the post holder should adhere to during the execution of his/her key performance areas.

JOB DESCRIPTION AGREEMENT

SIGNATURE OF POST HOLDER

SIGNATURE OF MANAGER

DATE:

DATE: