

BENCHMARK JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

Name of jobholder: :

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

Core code :

Post level and salary code : 11

Occupational class code :

Name of component :

Location :

Posts reports to : Director

Date of appointment :

B. JOB PURPOSE

To manage the sub-directorate: Contract Management, to develop, review, and implement a contract administration service through the monitoring, reporting, and execution of amendments, additions, adjustments, variations and addenda to contracts.

C. KEY PERFORMANCE AREAS

1. Manage the functional operation of the Sub directorate: Supply Chain Contract Management.
 - (a). Manage, undertake and review the monitoring, analyses and determination of actions to ensure proper contract administration.
 - (b). Administer variations to contracts.
 - (c). Evaluate applications for price adjustments and invoke penalty clauses.
 - (d). Evaluate applications for variations, amendments and cancelations and develop proposals for approval.
 - (e). Undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes.
 - (f). Maintain proper relationship with suppliers within the code of ethics to ensure deliver off goods/services.
2. Manage the coordination, review and monitoring of contract compliance by determine 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. Manage the Sub Directorate: Supply Chain Contract Management and undertake all administrative functions required with regard to financial and HR administration.

- (a) Maintenance of discipline.
- (b) Management of performance and development.
- (c) Undertake Human Resource and other related administrative functions.
- (d) Establish implement and maintain efficient and effective communication arrangements.
- (e) Develop and manage the operational plan of the sub-directorate and report on progress as required.
- (f) Develop implement and maintain processes to ensure proper control of work.
- (g) Compile and submit all required administrative reports.
- (h) Serve on transverse task teams as required.
- (i) Procurement and asset management for the sub directorate.
- (j) Plan and allocate work.
- (k) Quality control of work delivered by employees.

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/management Level (ASD).

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:

DRAFT