



JOB PROFILE

A. Post Information	
Post Title	Contract and Tender Management Practitioner
Component	Supply Chain Unit
Location	Head Office-Park Town
Post Reports To	Manager Supply Chain

Job Profile Verification	
Profile Verified By:	Dr T Khubana
Date Verified:	November 2024

Job Profile Validation	
Profile Validated By:	Dr T Khubana
Date Validated:	November 2024

Job Evaluation Outcome	
Confirmed Grade:	
Date Graded:	

B. Job Purpose

Brief statement outlining the overall purpose/reason for existence of the post (one or two sentences).

The role will be responsible for leading and providing direction in contract and tender management, as well as overseeing supplier relationship management processes, policies, and mechanisms. The goal is to maximize cost efficiencies and ensure customer satisfaction in the delivery of services to the Commission.

C. Key Responsibilities

List major activities and contribution to the organisation for which this post is held accountable

Key Performance Areas (KPA)		Activities (Linked to each of the KPAs)	
No.	KPA Description	No.	Activity Description
1	Contract Management	1.1	Develop and ensure implementation of contract management strategies, procedures, policies and governance frameworks that enable contract management best practices
		1.2	Lead an effective contract management function to leverage on economies of scale and cost-effective procurement and to provide value for money to clients
		1.3	Ensure a pro-active approach to contracting management and improve contract management efficiencies
		1.4	Supplier relation management and enterprise development
		1.5	Develop and implement effective commodity sourcing strategies in support of the client requirement and SAHRC strategy, Demand Management Plan and/ or Annual Procurement Plan.
		1.6	Maintain the register of transversal contracts
		1.7	Coordinate the development of Service Level Agreements and filling all signed contracts
		1.8	Monitor and evaluate contract performance in line with the SLA
		1.9	Monitor compliance and control in contract management, coordinate improved service delivery

C. Key Responsibilities

List major activities and contribution to the organisation for which this post is held accountable

Key Performance Areas (KPA)		Activities (Linked to each of the KPAs)	
No.	KPA Description	No.	Activity Description
2	Tender Management	2.1	Advise Management on compliance related issues, provide guidance as per client request and in accordance with developed SCM Policy, strategies developed and business plans.
		2.2	Advise Management regarding appropriate actions and steps to support strategy roll out and complying with PFMA and Procurement Regulations.
		2.3	Ensure that Tender strategies of the Commission are implemented and aligned with all compliance requirements e.g., BEE requirements and Procurement Regulations.
		2.4	Implement SCM strategy and activity plan.
		2.5	Manage the Bidding process and ensure compliance to SCM Policy, PPPFA, and Regulations as well as the National Treasury Practice Notes.
		2.6	Facilitate and manage the tender contracting activities
		2.7	Ensure that terms of reference or tender documents are drafted in compliance to the best legal practice and principles in line with all other applicable legislation.
		2.8	Statutory reports compiled and submitted in accordance with legislative requirements, on time, complete and accurate
		2.9	Management reports compiled and submitted in accordance with business requirements
		2.10	Financial control measures developed, implement and monitored, corrective action taken to ensure audit compliance, adhering to good governance principles and the PFMA.
		2.11	Cost benefit analysis carried out and expenditure optimally structured.

C. Key Responsibilities			
<i>List major activities and contribution to the organisation for which this post is held accountable</i>			
Key Performance Areas (KPA)		Activities (Linked to each of the KPAs)	
No.	KPA Description	No.	Activity Description
		2.12	Keep up to date with latest job-related legislative updates by attending short courses, workshops, reading, visiting websites and engaging with peers to broaden knowledge.

D. Advisory Responsibility	
<i>Is it required from the post holder to give formal advice and engage with external stakeholders? Please indicate the type of advice given and to whom.</i>	
To Whom	Type of Advice/ Information
Chief Executive Officer, Commissioners, Senior Managers (include Provincial Managers) and Staff	Obtain information to understand the requirements of the institution Provision of information in relation to the core functional areas for which this post is responsible
Potential tender bidders, Suppliers	Service delivery, knowledge sharing and customer liaison

E. Accountability	
<i>These fields are not compulsory and should only be completed if the fields are relevant to your post</i>	
Number of staff directly managed	• 1

Number of staff indirectly managed	<ul style="list-style-type: none"> • 0
Financial Accountability	<ul style="list-style-type: none"> • 0

F. Inherent requirements of the Post

The minimum qualifications, skills, knowledge, experience and behaviour that are required to perform the job competently.

Skills/ Knowledge/ Behaviour:

Requirement	Type
<p>Key competencies</p> <p><i>(This field requires a list of all skills, behaviour and attitude requirements)</i></p>	<ul style="list-style-type: none"> • Negotiations skills • Project Management • Financial management • Client orientation and customer focus • Problem solving and analysis • Communication • Change management • Service delivery innovation • Honesty and integrity
<p>Knowledge and education</p> <p><i>(This field requires a list of all knowledge requirements relevant to this post e.g. Knowledge of the Public Service Act.)</i></p>	<ul style="list-style-type: none"> • Bachelor's degree in Commercial Law, Accounting or Finance Management; Supply Chain Management • Applied knowledge and understanding of PFMA, PPPFA Act, BEE legislation, PAIA and all relevant treasury legislations and regulations • Knowledge and understanding of Tender and Contract Management processes and systems
<p>Experience</p> <p><i>(Please list all relevant experience required for the post)</i></p>	<ul style="list-style-type: none"> • 5 years relevant experience at a supervisory level or middle/lower-level management, developing and maintaining controls in Supply Chain • Supply Chain Management experience and or Contract

	Management experience
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G. Career pathing	
Next higher position:	Manager Supply Chain (Head Office)
What is required to progress:	See Profile

H. Job profile agreement				
<i>The Manager or his/her nominee reserves the right to make changes and alterations to this job profile as he/she deem reasonable, after due consultation with the post holder.</i>				
We the undersigned agree that the content of the completed Job Profile gives an accurate outline and content of the Post.				
Title	Name	Employee Number	Signature	Date