

External / Internal Vacancy

DIVISION: Resources and Planning	DEPARTMENT: Finance: SCM
POST: Contracts and Database Manager	POST No:2031 PEROMNES GRADE: 7

JOB DESCRIPTION:

The Contracts and Database Manager is responsible for the management of contracts and the institution SCM supplier's database. Develop and review of contracts and Service Level Agreements for the institution. Provide Legal support and expertise in terms of the SCM Bid Committees for all bids. The management of the Supplier Master Database list, supplier performance management, evaluation, compliance in terms of legislation, management of the Goods Receiving processes and procedures. Ensure that the administration of contracts, supplier database and goods receiving are done in accordance with the current SCM Policy of the Vaal University of Technology.

Key Performance Areas include but not limited to:

- Contracts; Supplier Database and Goods Receiving Management.
- Provide legal expertise in terms of the procurement processes and contracts vetting.
- Manage and maintain the Contracts and Supplier Database by:
 - Negotiating, drafting and vetting of various types of contracts including services SLA's,
 - Monitoring supplier compliance with the terms of the contracts,
 - Advising the service departments of the contract's termination, expiry and renewals,
 - Resolving contractual disputes between suppliers and VUT.
- Advise in the procurement process by ensuring that the specifications and evaluation committees comply with the SCM Procurement Policy, legal requirements and national legislation.
- Advise on latest case law and Regulations.
- Analyse and advise on mitigation of potential risks to VUT in the bid requirements.
- Serve as the point of contact for suppliers on contractual matters.
- Build strategic, professional and ethical relationships with suppliers.
- Operational support with regards to procurement issues.
- Capacity assessment together with evaluation of potential new suppliers.
- Ensure that Supplier Database complies with the National legislation and SCM Procurement Policy.
- Negotiate with suppliers with regards to costs, supply and quality.
- Maintain and update Contract Database, contracts overrun, variations and filing system.
- As needed, provide guidance on contract matters to employees of VUT.
- Provide training on SCM procurement requirements to suppliers and VUT employees.
- Manage Supplier Database, Contracts and Goods Receiving Department employees.
- Expedite all supplier queries to the relevant Departments and delegated officials.
- Manage the process in terms of all successful and unsuccessful suppliers process outcome.
- Ensure that suppliers are informed of the outcome of their evaluation and provision of supplier numbers within the stipulated period.
- Compile different reports for different Committees.
- Management and implementation of processes and procedures for proper control of goods receipts.
- Accurate receipt of goods and services including monthly follow up on outstanding orders.
- Files and supplier documentation are safely kept, accessible and readily available for inspection and audit.
- All supplier's correspondence per order is filled.
- Monthly and ad-hoc reports.

APPLICATION CRITERIA:

Qualification and Experience:

- BTech: Purchasing/Logistics/Supply Chain / LLB or related
- Admission as Attorney or Advocate / Risk Management Certificate will be an added advantage.
- A minimum of 4 years' experience in Contracts Management and at least 3 years legal experience. Working in a Legal Department or Purchasing/Logistics/Supply Chain Management Department and Bid Committees experience.

Skills and Competencies:

- Thorough understanding of the relevant business processes.
- Strong contracts drafting and report writing skills.
- Excellent communication and presentation skills.
- Ability to meet demanding deadlines.
- High degree of problem-solving ability.
- Leadership and interpersonal skills.
- Supplier evaluation experience.
- Strong planning, organisational and time management skills.
- ITS knowledge
- Report writing ability.
- Working experience with Excel, Word and Microsoft packages.
- Knowledge of Treasury Regulations, PPPFA, BBBEE and all related legislation.
- Customer focused.
- Financial management skills.
- Ability to handle multiple tasks simultaneously with a sense of priority.

Closing date for applications: 07 July 2021

Submit CVs via e-mail to recruitment@vut.ac.za.

Please Note: The application must be accompanied by a CV, identity document and ORIGINAL certified copies (not older than 3 months) of educational qualifications. Submission of such copies entitles Vaal University of Technology to authenticate the qualifications without any further consent from the applicant. Candidates with foreign qualifications must also submit the South African equivalent of the qualification. These qualifications are evaluated by SAQA. Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the implementation of its employment equity plan. Therefore people from designated groups are encouraged to apply. If you are not contacted within six weeks after the closing date, please accept that your application was unsuccessful.

