

**DIVISION:** Resources and Planning

**DEPARTMENT:** Finance-SCM

**POST:** Manager-Procurement  
Governance

**POST N°:** 2031  
**PEROMNES GRADE:** 06

**JOB DESCRIPTION:**

The Contracts and Database Manager is responsible for the effective management of institutional contracts and the Supply Chain Management (SCM) supplier database. The role includes the development, review, and administration of contracts and Service Level Agreements (SLAs), as well as the provision of legal and governance support to SCM Bid Committees.

The incumbent will be responsible for managing the Supplier Master Database, overseeing supplier performance, conducting contract and supplier evaluations, and monitoring compliance with applicable legislation. The role further includes the management of goods receiving processes and ensuring that all related administrative functions are aligned with the SCM Policy of the Vaal University of Technology (VUT).

**Key performance areas include but are not limited to:**

- Manage contracts and supplier performance throughout the contract lifecycle on behalf of SCM and the Office of the Chief Financial Officer (CFO), including contract overruns, variation orders, dispute resolution, and identification of unethical conduct
- Oversee supplier database management by establishing and monitoring internal controls, including supplier performance, goods receiving processes, and ethical compliance of suppliers and staff
- Manage and maintain registers, including gifts and hospitality, declarations of interest, and supplier complaints
- Provide risk management and legal advisory support in relation to procurement processes and contract vetting
- Analyse bid requirements and advise on potential risks, including appropriate mitigation measures
- Manage and maintain contracts and the supplier database by:
  - Negotiating, drafting, and vetting various types of contracts, including service level agreements
  - Establishing internal controls to monitor supplier compliance with contractual obligations
  - Advising user departments and the SCM Director on contract termination, expiry, and renewal timelines

- Remain abreast of developments in the Post School Education and Training (PSET) sector, including SCM regulations and case law, to provide informed advice to the SCM Director, CFO, and executive management
- Serve as the primary point of contact for suppliers on contractual matters
- Provide operational support on procurement related matters
- Conduct capacity assessments of end users and develop training material based on identified needs, including evaluation of potential new suppliers
- Develop and disseminate training material or communiqués, as required, to suppliers and VUT staff on SCM processes to mitigate identified risks
- Ensure that the supplier database complies with national legislation and institutional SCM policies
- Manage staff within the Supplier Database, Contracts, and Goods Receiving functions, ensuring effective internal controls
- Compile and submit reports to the SCM Director and CFO in accordance with SCM policy, including registers of unethical suppliers and contract performance reports
- Review SCM committee submissions prior to approval and advise the SCM Director on compliance with competitive bidding processes

#### **APPLICATION CRITERIA:**

##### **Qualifications and Experience:**

- NQF Level 7 qualification in Auditing, Risk Management, Contracts Management, or Supply Chain Management, or an equivalent qualification
- Professional accreditation or membership with a recognised body in ethics or governance will be advantageous
- A legal background within an SCM contract management environment will be an added advantage
- Audit, legal, or risk management experience will be advantageous  
A minimum of four years' experience in SCM, risk management, audit, or contracts management
- A minimum of two years' experience in managing people and teams will be an added advantage
- Demonstrated understanding of SCM operations and the associated legal framework
- Understanding of SCM contracts from risk, legal, and financial perspectives within a higher education environment

##### **Skills:**

- Strong contract drafting and report writing skills
- Excellent communication and presentation skills
- Ability to meet demanding deadlines
- Ability to engage effectively with executive management
- Strong problem-solving ability
- Leadership and interpersonal skills
- Experience in supplier evaluation
- Strong planning, organisational, and time management skills
- Report writing ability
- Proficiency in Microsoft Office applications, including Excel and Word
- Knowledge of Treasury Regulations, PPPFA, BBBEE, and related legislation

- Customer focused approach
- Ability to manage multiple tasks simultaneously with clear prioritisation

**NB: Those who previously applied, need to re-apply.**

**CLOSING DATE FOR APPLICATIONS: 23 April 2026**

**Application requirements:**

1. A fully completed prescribed application form which can be obtained from [www.vut.ac.za](http://www.vut.ac.za)
2. A detailed curriculum vitae (explicitly stating relevant experience or knowledge in the fields mentioned above)
3. Certified copies of all certificates or degrees
4. A certified copy of your South African identity document
5. Current contact details of referees
6. Applications must be emailed to [recruitment4@vut.ac.za](mailto:recruitment4@vut.ac.za). Please quote the post reference and post description in the subject line.
7. No manual applications will be accepted. Incomplete applications, or applications submitted without the application form and required supporting documents, will be disregarded.
8. Only applications submitted using the official VUT application for employment form will be considered.
9. Correspondence will only be entered into with shortlisted candidates. If you do not hear from VUT within 3 months of the closing date, please regard your application as unsuccessful.

**Please Note**

- **By submitting your application, you consent to VUT verifying your qualifications and sharing your personal information with the selection panel and other authorised persons involved in the recruitment process.**
- **Candidates with foreign qualifications must submit a South African Qualifications Authority (SAQA) certificate of evaluation.**
- **VUT is an equal opportunity and affirmative action employer. In compliance with the Employment Equity Act No. 55 of 1998 (as amended), and in line with its Employment Equity Plan and Recruitment Policy, preference will be given to suitably qualified candidates from designated groups, specifically Africans, Coloureds, Indians, women, and persons with disabilities.**
- **VUT reserves the right not to make an appointment**

