



JOB ADVERTISEMENT (*Randburg, Gauteng*)

FASSET complies with the provision of the Protection of Personal Information Act. By submitting your application for a position at FASSET, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related processes.

Name of Position	:	Assistant Manager: Contract Management
Closing Date for Applications	:	20 October 2023 @16:30
Commencement Date for Post	:	As soon as possible
Salary Range	:	R 718 317,91 p.a. (TCTC)
Reference	:	FAS/RECRUITMENT/ACM113

JOB IDENTIFICATION

Department:	Projects
Reporting Line	Programme Manager
Full-time/Part-time/Contract:	Permanent

PURPOSE OF THE JOB

To develop Projects Department contracts, MOU, MOA SLA primary documents, SLA annexures, addendums in line with approved projects. Initiate the process to finalise service providers agreements and keep record thereof. Implement activities to establish, monitor, measure and maintain projects contracts in accordance with legislative requirements and best practices.

MAIN ACCOUNTABILITIES

- Craft, evaluate, negotiate and execute a wide variety of projects related different contracts;
- Create and maintain relationships with suppliers and serve as the singular points on contract matters concerning project specific contracts;
- Maintain records for correspondence and documentation for correspondence and documentation in relation to established contracts and those in progress;
- Communicate and present information to stakeholders about contracts related to projects;
- Monitor contracts and move forward with close-out, extension or renewal according to what's best for FASSET projects;
- Solve any contract-related problems that may arise with other parties and internally with FASSET itself;
- Develop, implement, measure, monitor and improve contract management framework, strategy, models and standards related to projects;
- Manage supplier contract management objectives to ensure successful delivery;
- Manage and execute processes to establish an inventory of all projects related contracts;.

<ul style="list-style-type: none"> • Manage and execute processes to develop and maintain contracts related to projects effective. Understand and analyse supplier contract inputs (requirements and legislation); • Manage and execute processes to advise on, monitor, measure and improve contract management service delivery; • Manage relationships with FASSET internal and external stakeholders; • Manage concluded contracts, interacting with project department to establish conformance with specifications, terms, and conditions; • Interact with the Programme Manager about signing of contracts and service level agreement for all contracts entered by the Projects Department; • Ensure all contracts are accurately recorded on the contract register and regularly update; • Prepare reports on non-performing/poor performing service providers and recommend appropriate actions to be taken; • Ensure effective utilisation of resources; • Liaise with Auditors and manage audit process within the Projects department, while ensuring that all recommendations from Auditors are adequately addressed; • Identify and mitigate risks. • Ensure the standardisation of organisational policies and Standard Operations Procedures. 	
REQUIRED QUALIFICATION	
Qualification	<ul style="list-style-type: none"> ▪ Degree in Supply Chain Management; LLB or equivalent qualification; ▪ A Post Graduate Qualification (NQF Level 8-9 will be an added advantage)
Professional Membership	<ul style="list-style-type: none"> ▪ Professional membership is advantageous.
REQUIRED EXPERIENCE/COMPETENCIES/KNOWLEDGE	
Essential:	<ul style="list-style-type: none"> ▪ Minimum of 5 years experience in contract management, of which 3 years must be at a supervisory level; ▪ Experience in the public sector will be advantageous; ▪ Knowledge and understanding of the appropriate legislative and regulatory frameworks. (King IV, PPPFA, BBBEE etc.) ▪ Knowledge and understanding of the PFMA and NT regulations; POPIA, PAJA, SDLA, SDA, etc ▪ Knowledge of risk and legal compliance ; ▪ Knowledge of dealing with auditors and an understanding of working with governance structures. ▪ Communication and Negotiation skills highly essential;
DATE OF COMMENCEMENT OF POSITION	

FASSET requires applications for a Permanent **Assistant Manager: Contract Management** to join the existing team as soon as possible.

SALARY

The salary range to be offered for this position is **R 718 317,91 p.a. (TCTC)**

CONTACT DETAILS

Submit your full curriculum vitae (including at least 3 references), copies of your qualifications, matric and copy of ID by no later than **20 October 2023 @16:30** to: ACM113@fasset.org.za

For any enquiries regarding the application process kindly contact Mr Karabo Dikgore, Human Resources Department at [087 562 8217](tel:0875628217) Should you not hear from FASSET within 6 weeks of the closing date, kindly consider your application unsuccessful. ***Correspondence is limited to shortlisted candidates only.***

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FASSET applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability.”