



Suitably qualified persons are invited to apply for appointment in the following position

**DIRECTORATE: FINANCE**  
**SUB-DIRECTORATE: SUPPLY CHAIN MANAGEMENT**  
**MANAGER: CONTRACT AND PERFORMANCE MANAGEMENT**

**Qualifications:**

Appropriate B.Degree or equivalent

**Experience:**

Three (3) years experience with at least 2 years in contract administration.

**Core description:**

The successful candidate will be responsible for the following functions:

- Involved in strategic planning for all service delivery initiatives and implementation plans in order to ensure timeous service delivery within the prescripts of the contract and/or laws governing the class of works/service
- Direct and control outcomes associated with utilization, productivity and performance of personnel within the Contracts and Risk Management section
- Ensure that information pertaining to legislative developments and contract management initiatives, strategies and processes, flows to and from all internal and external interested parties/stakeholders
- Managing and institutionalizing best practice in contract management and administration environment
- Institute risk administration that provides for an effective system for the identification, consideration and avoidance of potential and existing risk in the City's supply chain management system
- Responsible for the management of a registry service for contracts and service level agreements

**Additional requirements:**

- EB drivers licence
- Computer literacy
- Negotiation skills
- Communication skills
- Analytical skills
- Mental and emotional stability
- Capacity to withstand stress to meet deadlines

**SALARY GRADE: 004**

The closing date in respect of these positions will be **3 February 2012**. Applicants, who wish to be considered for a post, must post/e-mail/submit their applications and completed, detailed and comprehensive CV's and certified copies of their certificates directly to the address indicated below. The relevant telephone number can be contacted for more information.

Please note that if you do not receive any correspondence from this organisation regarding your application within 30 days after the closing date of this advertisement, you should regard your application as unsuccessful.

**GM: Human Resource Management**

**P.O. Box 3704**

**BLOEMFONTEIN**

**9300**

**Telephonic Enquiries : 051 – 405 8517 OR e-mail: [employ@mangaung.co.za](mailto:employ@mangaung.co.za)**

**We thank all applicants for their interest**