



External Vacancy

DIVISION: Finance	DEPARTMENT: Supply Chain Management
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POST: Contracts and Database Manager	Post No: 2031 Peromnes level (06)
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JOB DESCRIPTION:

The incumbent will be required to: {KPA'S}

- Maintain and manage 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 contracts 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 Procurement Policy and National legislation;
- Advise on the latest case law and Treasury Regulations;
- Analyse and advise on mitigation of potential risks to VUT in the bid requirements;
- 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 procurement policy;
- Negotiate with suppliers with regard to costs, supply and quality;
- Ensure effective and timely response to end user calls related to orders and deliveries;
- Maintain an updated contract database and filing system;
- As needed, provide guidance on contract matters to employees of VUT;
- Provide training on procurement requirements to suppliers and VUT employees;
- Manage Database, Contracts and Stores/Goods receiving department employees.

Application Criteria:

Qualification/Experience:

- BA Law or B Com Law or LLB or B Proc; or any other equivalent qualification with Law as a major
- Four (4) years legal experience
- Experience with Supply Chain Management Bid Committees would be an added advantage

Skills:

Thorough understanding of the relevant business processes; strong drafting and report writing skills; ability to meet demanding deadlines; excellent communication and presentation skills; leadership and Interpersonal skills; supplier evaluation experience; high degree of problem solving ability; proficient in Excel and Word.

Closing date for applications: 29 September 2017

Submit CV by hand to Ms. Carmen Titus at B103 or e-mailed to carment@vut.ac.za. Tel: 016 950 9392

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 three weeks after the closing date, please accept that your application was unsuccessful.