

INTERNAL/EXTERNAL ADVERTISEMENT

SUPPLY CHAIN MANAGEMENT

REFERENCE #	POSITION	NO. OF VACANCIES AND SALARY PACKAGE
20241014	Contract Tender Administrator	2-years Contract One (1) P12 R 439 238 .00 CTC Per Annum

Reporting to: Procurement Manager

Purpose: Administer the Register of Contract Agreements of the Legislature including the maintenance of the Contract Module

KEY PERFORMANCE AREAS

KPA 1: Compliance with sound Financial Management practices within prescribed legislative requirements implemented

- Facilitate the submission of Contract Related Request for Information and related queries

KPA 2: Enhanced Compliance with all relevant fiduciary requirements and principles of good governance

- Action the Audit Action Plan for both Internal Audit and Auditor General South Africa and Reporting thereof
- Check and keep abreast of legislative changes that could affect current and future contracts
 - Financial Management for Parliament and Provincial Legislatures Act
 - Public Procurement Act
 - Competition Act
 - General Conditions of Contract (GCC)

KPA 3 Institutional Operation Plan and Annual Performance Plan Implemented

- Respond to relevant IOP and APP targets on a monthly and quarterly basis
- Inputs to the next Financial Year Programme IOP and APP submitted as per the agreed timelines

KPA 4: Compliance with sound Contract Management within prescribed legislative requirements implemented

- Establish and maintain the Contract Register for the Institution
- Facilitate the negotiation of contracts with potential suppliers
- Compile supplier behaviour and performance Report
- Facilitate the drafting and conclusion of contracts and service level agreements for the Institution
- Assures all necessary procurement related clauses and details are included in contracts and service level agreements as per the Resolution of the Accounting Officer
- Monitor the payment of contracts on the Contract Module and update the system accordingly
- Issue out notices to Programme on contracts that are to expire and facilitate the initiation of the procurement processes
- Advise service providers of contracts that are to expire
- Maintains an organised system of physical and digital records through the Electronic Document Management and Records System
- Develop/Review Supplier Performance Reporting Templates

KPA 5: Mutually beneficial relationship between GPL, Internal End Users and external stakeholders aimed at deriving Value for the Institution

- Liaise with all Programmes and Corporate Legal in respect of supplier behaviour and compliance to SCM Policies and processes as well as contract deliverables
- Liaise with suppliers in terms of complaints on poor delivery or services to the Legislature and facilitate engagements with relevant Programmes
- Liaise with external stakeholders such as AGSA, Outsourced Internal Audit Service Provider, National Treasury, Other SCM Colleagues at other Legislatures and any other relevant Department where applicable on Contract related matters
- Capture leave and submit sick notes as per the HR Policy
- Identify development areas, in collaboration with Supervisor and HR for implementation

KPA 6: Ad-hoc functions

- Perform any other function within the unit that may be assigned from time to time

Required Competencies

- Diligence, analytical and logical.
- Team player, approachable, receptive to feedback from others
- Adaptability and flexibility
- Methodical, accurate and detail conscious
- Able to build rapport at all levels, interact confidently
- Results orientated, and deadline driven
- Ability to work in a culture diverse environment
- Integrity, honesty and confidentiality
- Initiative-taking and energetic

Knowledge Required and Skills

- Public Procurement Act and related Regulations
- Financial Management of Parliament and Legislature Act (FMPPLA) and related SCM Regulations.
- Exposure to the Public Sector and/or Legislature environment.
- Ability to multitask and re-prioritise accordingly to adapt to institutional changes.
- Excellent communication skills (verbal and written)
- Negotiating skills • Good presentation skills
- Report writing skills
- Analytical
- Prioritising, ability to manage time effectively
- Good listening skills, actively clarifying what has been communicated to ensure understanding
- Strong organisational skills

Qualifications/Experience Required:

- Grade 12.
- Additional Qualifications in line with Job requirements will be an added advantage (NQF Level 7 Supply Chain Management related qualification)
- Minimum of 1 years' experience in contract and experience on the public sector Supply Chain Management environment will be an added advantage

Closing Date: 23 October 2024

NB: The Gauteng Provincial Legislature is committed to the achievement and maintenance of employment equity and diversity especially in respect of race, gender and disability. People with disabilities are particularly encouraged to apply. Appointment will be made subject to completion of background/reference checks. Potential candidates for the post shall be subjected to security vetting and screening by State Security Agency, and appointment to the post be determined based on the results from such screening and vetting. The Provincial Secretary of Gauteng Legislature reserves the right to approve or decline the appointment.

To apply for this position, submit your cv to Hrrecruitment@gpl.gov.za for internal candidates and Hrrecruitment1@gpl.gov.za for external candidates with your certified supporting documents (i.e. ID, certified Copy of qualifications with at least two contactable references)

Always quote the position reference number on the subject line – applications without a position reference number will not be considered.