



## **SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY**

### **SUPPLY CHAIN MANAGEMENT**

Sefako Makgatho Health Sciences University (SMU) is a professional institution that offers professional health sciences training and education in a range of fields through excellence in teaching, learning, innovative research and community engagement. SMU is situated in Ga-Rankuwa (North of Pretoria) and the following position is currently available.

#### **Contract Specialist (1 Post)**

*Ref: 44/2022/NGM/P8*

The University is looking for a vibrant individual who will be responsible for actively supporting and advising the Director: Supply Chain Management and team in meeting the strategic objectives and goals of the Finance Department through understanding, developing, managing and controlling all facets of contract formation, negotiation, administration and provide technical guidance and oversight of the procurement function to all levels of staff and management. The incumbent must meet the requirements, competencies and be responsible for the key performance areas listed below:

#### **REQUIREMENTS**

- Bachelor's degree in Commerce, Supply Chain Management (SCM), Law or equivalent
- Five (5) years working experience in SCM, including contract management
- At least two (2) years' experience in supervisory level
- Knowledge of SCM policies and procedures, and Contract law
- Knowledge of Project Management, Contract Management, Reporting and Supplier Management
- Knowledge of PPPFA and Treasury Regulations
- Advanced to work with multi-disciplinary team
- Demonstrated professional Supplier Management experience including, but not limited to, sourcing, selecting, monitoring and reporting performance
- Proficient in the use of Microsoft Office Suite, specifically Microsoft Excel, Word and PowerPoint
- Experience in Contracts systems implementation, including Enterprise Resource Planning (ERP)

#### **COMPETENCIES**

- Technical/ professional knowledge and skill
- Resource management
- Basic legal/SCM/Finance knowledge for reporting on commitments and provisions
- People management including performance management
- Building strategic alliances and partnerships
- Quality assurance and risk management
- Corporate governance

- Health and safety management
- Decision-making and problem solving
- Communication and presentation skills
- Stakeholder management skills
- Sound knowledge of relevant legislation and law; especially contract law
- Client/student service orientation

## KEY PERFORMANCE AREAS

- Technical development and execution
  - Translate complex contractual issues into easily understood summaries and solutions
  - Support the Director/Deputy Director on various contract related activities
- Contract management
  - Develop, manage and control all facets of contract formation, negotiation, administration and management and provide technical guidance on contract management
  - Apply purchasing concepts, standards, and organisational objectives to complete complex contracting assignments
  - Lead and collaborate with business units and offices in establishing contracts quality improvements and process efficiencies
  - Use and assist in interpreting the National Treasury Contract Management Framework (CMF) as guide for contract management best practice.
- Development of Policy and Procedure
  - Assist the Deputy Director and Director: Supply Chain Management with drafting and provide input into contract management processes, policy and procedure and Contract Management life cycle processes
- End User Educational Workshop and Training
  - Assist with the orientation and training of current and new staff on contract management and interpretations of legislation
- Records Management Systems: Information Management
  - Ensure proper records management systems are in place
- Financial Management
  - Provide input into supply chain management operating and capex budget
  - Provide Contracts Spend regularly as required
- Performance Monitoring, Evaluation and Reporting
  - Relevant tactical and operational reports as and when required
  - Research and implement best practices
  - Communicate and consult with relevant stakeholders
- Quality assurance and risk management
  - Provide quality assurance and oversight to all contracts functions by evaluating and identifying gaps in legal instruments, policies, procedures, business systems, processes or tools, and recommend and implement updates and/or improvements ensuring organisational efficiency, effectiveness and standardisation
  - Inputs on SCM risk register and mitigating factors relating to contract management
  - Inputs on SCM risk strategy document management
- Contribute to the overall development of SMU and actively improve institutional culture
- Perform any other duties as assigned by the Line Manager

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**Closing date: 5 August 2022**

**Applications through Employment Agencies will not be considered.**

Typed applications (**quoting the reference number**) which should contain comprehensive curriculum vitae, certified copies of all qualifications and contact details of three referees, should be forwarded, for the attention of **Mrs NG Motsamai**, to the Human Resources Department, P.O Box 68, Medunsa, 0204 or by email at [hr.recruitment1@smu.ac.za](mailto:hr.recruitment1@smu.ac.za)

**The applications may also be posted or hand delivered to (place in an application box):**

**Human Resources Department, 5<sup>th</sup> Floor, Clinical Pathology building, Sefako Makgatho Health Sciences University, Molotlegi Street, Garankuwa, OR Human Resources Department, P. O. Box 68, MEDUNSA, 0204**

It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents/information will result in your application not being considered.

*Telephonic enquiries regarding conditions of service: (012) 521-3893.*

**The Sefako Makgatho Health Sciences University is an Equal Opportunity and Affirmative Action Employer.**

*Correspondence will be limited to short-listed candidates only. Applicants who have not been contacted within 30 days of the closing date must consider their applications as unsuccessful.*

*The University reserves the right not to make an appointment.*