



**national treasury**

Department:  
National Treasury  
REPUBLIC OF SOUTH AFRICA

## **CORPORATE SERVICES DIVISION**

### **CONTRACTS ADMINISTRATOR**

**Remuneration Package R316,791.00 per annum (Excl. benefits)**

**Reference: (Ref. S084/2019)**

**Pretoria**

**The incumbent will be required to:** Provide a Contracts Administration support functions pertaining to all transactions between the National Treasury and its stakeholders after contracts have been awarded until its termination.

**Qualifications and experience requirements:** A minimum National Diploma/ Degree in Public Administration, or Business Management or Logistic Management as recognised by SAQA • A minimum of 2 years' experience in the procurement/ contract environment • Knowledge and experience in contract development and administration • Knowledge of Public Service Policy Framework on Procurement and Supply Chain Management.

**Some key outputs include:** **Administer Contracts Compliance and Database:** Facilitate the scrutiny of finalised contract/ SLA in consultation with Legal Services • Update the commitment register of approved contracts when payments are processed • Co-ordinate and monitor long term contracts for the provision of cell phones, photo copiers, consulting, communication and technology contracts • Monitor supplier performance and make recommendations for improvement to circumvent unnecessary delays • Implement measurements and organize the electronic tracking of contracts and related documents **Contracts Review and Updates:** Review modifications, extensions and contract close-out documents for further action • Prepare and distribute reports and statistical data to facilitate planning and maintenance of contract records • Collaborate with stakeholders in the gathering, analysing, summarising and preparation of recommendations on practices and procedures **Tracking and Analysis:** Participate and support

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The National Treasury is an equal opportunity employer and encourages applications from women and the persons with disabilities in particular. Our buildings are accessible to people with disabilities.

Applications should be accompanied by a fully completed Z83 (non-negotiable) comprehensive CV in pdf format and originally certified copies of qualifications and ID. Please forward your application, quoting the relevant reference number and the full name of the position on the subject line of the email, to the e-mail address mentioned.

Kindly note: applications that are not compliant with the above requests will not be consider. The Department reserves the right not to fill the post.

Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Successful candidates will be appointed on probation for the period of twelve (12) months into the prescribed rules

All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 3 month of the closing date, please regard your application as unsuccessful.



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initiatives for supplier enablement, problem resolution and customer support • Assist in pursue advice from Legal Services when necessary • Notify stakeholders bi-annually on the expiry of their contracts **Risk and Performance:** Monitor and report on supplier's compliance pertaining to defined requirements, goals and targets of internal stakeholders • Establish supplier improvement targets in cost, quality and delivery • Initiate all aspects of supplier negotiations, including contract terms, pricing, price re-determinations and their performance.

Applications may be sent via e-mail to [Recruit.CS@treasury.gov.za](mailto:Recruit.CS@treasury.gov.za)

**Closing date:** 2 August 2019 at 12:00pm

**Please note: We only accept applications sent via email to the above mentioned email address in a PDF format. The National Treasury no longer accepts hand delivered or posted applications.**

**Please also ensure that you read the full advert for guidance on how to send your applications.**

For further information regarding the positions please visit our careers page <http://www.treasury.gov.za/careers/default.aspx> or contact: Ms Caroline Modibane on 012 315 5092.

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