



a world class African city



**VACANCY BULLETIN:** 001/2024 REF: Snr Man Contracts  
**DESIGNATION:** SENIOR MANAGER: CONTRACTS MANAGEMENT  
**GROUP:** FINANCE  
**DEPARTMENT:** SUPPLY CHAIN MANAGEMENT  
**REPORTING TO:** GENERAL MANAGER: SUPPLY CHAIN MANAGEMENT

#### **Appointment Minimum Requirements:**

- National Diploma (NQF 6) in Law/ Business Management/ Public Administration/ Commerce/ Supply Chain Management or equivalent
- 7 years' relevant experience, of which 3 years must be at middle management level

#### **Primary Function:**

The position involves spearheading the complete lifecycle of contract management from development to execution, including the negotiation of favourable terms with vendors and partners. Collaborate with various departments to ensure contracts align with the company policies, legal requirements, and business goals and manage risk through regular compliance audits. Cultivating relationships with vendors and stakeholders, advising the business on contracts matters and managing detailed reporting and documentation. Additionally oversee the contract register's maintenance, report non-conformance associated risks, and ensure the organization adherence to the city Power Contracts Management Policy.

#### **Key Responsibilities:**

Take the lead in contract development by drafting detailed documents covering all crucial aspects of business relationships. Cooperate with procurement and other relevant departments to ensure that contracts comply with company policies, legal stipulations and business goals. Review and adjust contract language regularly to address specific risks and concerns and protect City Power's interests. Act as a primary liaison during negotiations with suppliers, vendors, partners, working towards securing the most favourable terms for City Power. This includes factors like price, delivery schedule and quality. Leverage negotiation skills to resolve disagreements and reach mutually beneficial agreements. Manage the contract execution process, guaranteeing that all necessary parties sign agreements and are fully informed of their obligations. Systematically organise and secure contract documents for easy retrieval and reference. Oversee the lifecycle of contracts. This involves tracking the progress of deliverables, payments, contract renewals, amendments and compliance with terms. Take prompt action when contract terms are unmet initiating corrective actions, renegotiations, or legal procedures as needed. Establish and execute risk management strategies for contract management. This includes conducting regular audits to confirm compliance with contractual terms, proactively identifying potential risks such as non-compliance, early termination, and renewal dates and taking measures to mitigate these risks. Cultivate strong, positive relationships with vendor and suppliers. Maintain regular communication with them to address concerns, provide feedback and ensure ongoing alignment with contract terms. Conduct assessment to determine the effectiveness of all contracts in place in the organization and hold regular meetings with the contractors / service providers to discuss performance milestones and challenges. Timely escalate matters to the Executive as necessary. Provide advice to the business on contracts and establish clear administrative procedures in line with relevant legislative requirements and current standards. Ensure timely submission of performance reviews by end users/ contract owners and actively follow through on issues until satisfactorily resolved. Collate contract information for reporting, prepare reports to the business on the statuses of all contracts and ensure timely submission of all required reports. Develop and maintain contracts register and establish procedures to keep contract documentation up-to-date.

**CLOSING DATE: 12 September 2024  
@17:00**

**ENQUIRIES: 011 490 7687/ 7343/ 7099**

**TO APPLY EMAIL:**

**[recruitment.finance@citypower.co.za](mailto:recruitment.finance@citypower.co.za)**

**BULLETIN: 001/2024 REF 001**

**NB: The City Power application form must be completed and submitted with the application to the relevant email address provided for the specific position. Failure to complete and submit the form will disqualify the applicant for consideration.**

**Note:**

- City Power is an Employment Equity Employer; therefore, preference for this position will be given to candidates whose appointment will enhance representation (especially Gender and Disability).
- If you do not hear from us within 2 months of the closing date, you may assume that your application was unsuccessful.
- Applicants must note that further checks will be conducted once they have been shortlisted and that their appointment will be subject to positive outcomes on these checks, which include qualification authentication, criminal records and previous employment.
- City Power reserves the right not to fill the position or to re-advertise it. Where applicable, candidates may be expected to undergo psychometric assessments.
- It is the applicant's responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide the evaluation results.
- Please include copies of your qualifications with your application.