

JOB DESCRIPTION/JOB MODEL

A. JOB INFORMATION SUMMARY

JOB TITLE	Assistant Manager : Contract Management
CORE	Human Resources and Support Personnel
JOB LEVEL	09
DATE	March 2009
LOCATION	Bhisho
COMPONENT	Supply Chain Management
POST REPORT TO	Manager
JOB CLASSIFICATION CODE	Middle Management

B. HIERARCHICAL POSITION OF POST

<p>Manager Assistant Manager</p>
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C. JOB PURPOSE (Linked to Strategic Plan)

To assist in the co-ordination of efficient and effective management of contracts in the department

D. MAIN OBJECTIVES (Key performance area (KPA's)).

	MAIN OBJECTIVES	%
1	<p>Ensure effective and efficient management of contract services</p> <ul style="list-style-type: none"> ❖ Implement best practices to ensure best value for money ❖ Monitor compliance with relevant legislation ❖ Facilitate the provision of support and contract management advisory services to departmental components ❖ Assist in ensuring administrative and legal compliance to the contract. 	35%
2	<p>Co-ordinate the development and maintenance of policies, procedures and guidelines</p> <ul style="list-style-type: none"> ❖ Develop procedures to be followed when getting into a contract ❖ Develop procedures to be followed on how to manage a contract ❖ Ensure adherence to procedures ❖ Make statistical reports 	35%
3	<p>Ensure maintenance of departmental contracts</p> <ul style="list-style-type: none"> ❖ Analyse monthly utilization reports from departmental components on suppliers used for services ❖ Ensure correction of deviations ❖ Develop and maintain a database of Departmental contracts 	30%

E. DIMENSIONS OF THE POST

PERSONNEL BUDGET	EQUIPMENTS VALUE	STORES VALUE	BUILDING BUDGET

F. PERFORMANCE STANDARDS & INDICATORS (Based on main objectives)

Performance standard (measurable outputs / end results) MAIN OBJECTIVES	Indicator (Indicating how well / if standards were achieved)
Ensure limitation of deviations	<ul style="list-style-type: none"> ❖ Informed systems ❖ Projects are easily accounted for ❖ Timeframes met ❖ Information given out
Provision of leadership to the component	<ul style="list-style-type: none"> ❖ Decisions implemented ❖ Department responds positively to change ❖ Decisions taken on an informed
Co-ordination of activities in the office	<ul style="list-style-type: none"> ❖ Applications developed ❖ Adherence to timeframes ❖ Team work achieved
Development and maintenance of policies, procedures and guidelines	<ul style="list-style-type: none"> ❖ Efficiency is enhanced
Management of resources	<ul style="list-style-type: none"> ❖ Optimal utilisation of resources

G. OUTPUTS PROFILE

Key customers	Requirements	Outputs
Manager	Report on progress / planning input	<ul style="list-style-type: none"> • Monthly reports • Implementation of relevant policies • Provision of contract services • Service reports • Routine reports and notes • Protocols
Departmental staff/ colleagues	Teamwork, liaising, information-sharing to optimize contract management services rendered Good communication Feedback, referrals	<ul style="list-style-type: none"> • Routine memos and notes • Technical guidelines • Statistics
Service Providers	Meeting service providers to ensure adherence to contractual agreements, Co-operation.	<ul style="list-style-type: none"> • Delivery reports / file notes • Regular meetings minutes

H COMPETENCY PROFILE

Knowledge	Skills	Personal attributes	Learning field
Knowledge of Departmental core business discipline and Public Service Legislation, Regulations and Policies.	Good Communication skills; Report writing skills; Facilitation skills; Co-ordination skills; Decision-making skills, Policy Formulation Skills	Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; supportive; compassion, patience	Understanding of the relevant Acts/prescripts and legislations
Knowledge in the application of law of contract	Good Communication skills; Report writing skills; Facilitation skills; Co-ordination skills; Liaison skills; Networking , Decision-making skills, Analytical thinking,	Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; supportive compassion, empathy, patience;	Degree in Law Three to Five years experience in management position required Ability to collect and collate data Demonstrative ability to apply demand and acquisition for poverty alleviation, ability to work under pressure; Continuous professional and ethical behavior

I. INDIVIDUAL DEVELOPMENT PROGRAMME (PRIORITY)

**** IT WOULD DEPEND ON THE INDIVIDUAL DEVELOPMENT PRIORITIES

J. CAREER PATHING

J.1 PROMOTION TO THE NEXT HIGHER POST

1. Next higher post : Manager
2. Nature of work in next higher post: -As required in the higher post

K. AMENDMENTS TO THE JOB DESCRIPTION

- The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she deem reasonable in terms of changes in the job content in line with the strategic objectives of the Department, after due consideration with the postholder.

L. PERFORMANCE INSTRUMENTS

- The performance instrument of the postholder, should be read as an extension of this job description.

M. JOB DESCRIPTION AGREEMENT

- We, the undersigned agree that the content of the completed Job Description/Job Model gives an accurate outline and picture of the job as expected from the incumbent in this job:

SUPERVISOR:	JOB INCUMBENT:
RANK: Manager	RANK:
DATE:	DATE:
ACCEPTED	SIGNATURE:
Additional comments/proposed time of revision of this job description:- only if there are changes in the job content.	
Date of revision:	