

MANAGER: CONTRACTS

Status: Permanent

Location: Nelspruit Office

Grade: D3

Reporting Line: General Manager: Supply Chain Management

Role Mandate

Manage contract management function within Supply Chain Management (SCM) Department to ensure efficient drafting, facilitation, development and processing of contracts and service level agreements (SLAs) to the SCM process on behalf of SAFCOL. Manage, perform, and facilitate the contracting life cycle activities from preparation, review, and execution of new and existing contracts and SLAs.

Key Accountabilities

- Implement SCM strategy and ensure contracts management plans are in place and executed in line with SAFCOL's strategic objectives
- Develop and implement standard operating procedures, templates, terms of references and processes for contracts management
- Draft and develop contractual agreements post award of RFQ's, tender/bid and ensure validation with relevant stakeholders
- Review contracts for all new and existing service providers, propose necessary updates to ensure compliance with standards and regulations
- Collaborate with various functions to evaluate performance, pricing, and compliance against established contract
- Ensure finalisation of contracts, facilitate negotiation of realistic delivery dates of goods & services
- Facilitate and provide inputs to contract audit and compliance requirements
- Provide inputs to divisional budget and ensure contracts remain within approved budget/ tender award
- Negotiate and generate savings through contract negotiations according to market indications and relevant indices
- Collaborate with managers within Supply Chain Management to ensure alignment financial commitments of all pre-approved budgets
- Establish internal contracts controls, data and evaluate contract process that exist within SAFCOL
- Assess processes in place to monitor compliance with contracts (both vendor and internal compliance), manage changes in contracts and approval process for new contracts
- Develop and implement contract management instructions, policies, and procedures
- Ensure procurement risk monitoring, reporting and comply with all aspects when compiling reports and advising line management
- Ensure compliance with regulatory requirements that have impact on business area and communicate these requirements across organisation
- Compile contracts risk management plan and maintain contract management records to ensure necessary information is captured
- Conduct bid clarifications with suppliers, end-user when drafting contracts and facilitate resolution of contractual disputes
- Establish and maintain strong business relationship with internal and external stakeholders
- Maintain contract expiry dates and ensure enquiries, renewals and or extensions and ensure communication to relevant business timeously
- Manage, measure service provider performance to ensure goods and services conform to contract requirements and compile monthly reports
- Monitor performance of suppliers against SLAs, resolve issues or queries, and develop recovery plan when performance targets are not met
- Negotiate optimum supplier agreements for short (one year) and medium term (three year) contracts and draft SLAs
- Develop and execute cost savings plans and compile contract performance reports
- Drive development, implementation, and monitor best practice in supply chain contracts management and SLAs across the organisation
- Ensure commercial activities of business units meet legal, contractual, financial, and commercial requirements
- Ensure all contract related documents are signed and retained such as variation orders, rules and regulations for on-site contractors, appointment of signee, Insurance, workman's compensation etc.
- Ensure contracts adhere to Occupational Health and Safety or professional body requirements and to current B-BBEE Good Practice
- Contribute to SAFCOL achieving a clean administrative audit outcome, from a contract management perspective

Minimum Requirements

- Grade 12
- Bachelor of Commerce Degree / B-Tech Degree or Similar Bachelor's Degree in Business Administration / Commercial Field / Supply Chain Management/ Logistics/ Commercial Law/ Contracts Management and/ or related field (NQF Level 7)
- Bachelor of Commerce Honours /Post Graduate Diploma or Similar Post Graduate Degree in Business Administration / Commercial Field / Supply Chain Management/ Logistics/ Commercial Law/ Contracts Management and/ or related field (NQF Level 8) will be an added advantage
- MCIPS or CSCP Certification will be an added advantage
- 5 Years' experience in Supply Chain Management within the field of Contracts Management of which 2 years should be in a Managerial role as a Contracts Manager in a Public Sector Environment
- Practical and sound knowledge of PFMA, PPPFA, BBBEE Codes of Good Practice, Treasury Regulations
- Valid driver's license

Leadership Competencies

- Self-Awareness
- Operational Delivery
- Commercial Insight
- Driving Change
- Strategic Thinking

Behavioural Competencies

- Planning & Organising
- Communication (incl. report writing)
- Persuasiveness/Influencing
- Attention to Detail
- Negotiation Skills

Technical Competencies

- Contract Management
- Risk Management
- Stakeholder/ Supplier Management
- Supplier Performance Management

**SAFCOL Group is an equal opportunity company with the focus on gender equality and people with disabilities.
Employment Equity will be taken into consideration in terms of all appointments within SAFCOL.**

By submitting your CV to SAFCOL, you hereby give permission to circulate your information to the interview panel members for this vacancy only. Your information will not be used for any other position/purpose and will be disregarded after an offer has been made.

Interested qualified individuals can e-mail a concise CV with relevant copies of qualifications in confidence to:
Ms. Nozipho Tembe, Human Capital Practitioner, nozirecruitment@safcol.co.za Tel no: 013 754 2700

Closing date: 19 May 2026

Should you not have received a response within 30 days of the closing date, please consider your application unsuccessful.