



Manager: Contracts Management and Bid Administration

Ref No. RTMC/M:CM/2021

Package: Negotiable

Purpose: The Manager: Contracts and Bid Administration will be responsible for overseeing/managing the performance of all contracts in conjunction with the Legal Advisor: Contracts. The incumbent facilitates the negotiation and the development of a contract that is satisfactory to all parties and signing of the contracts. Provide administrative support throughout the bidding process including co-ordination, monitoring of compliance to applicable legislation, internal requirements/policies and procedures. Ensure compliance to the requirements of PFMA, related legislation and National Treasury prescripts.

Requirements: A 3-year National Diploma in Logistics / Supply Chain Management (At least at NQF Level) or Equivalent •Bachelors Degree (NQF Level 7) will be advantageous •7 years' experience in Contracts Management in a Supply Chain Environment of which 3 must be at a supervisory level.

The successful candidate must have the following attributes and competencies:

Accountability and ethical conduct •Quality oriented •Judgment •Systems thinking •Deadline-oriented •Analytical ability •Task oriented •Prioritising •Analytical ability •Professionalism •Positive attitude •Flexibility •Adaptability •Initiative.

Duties: •Develop and ensure the maintenance of the RTMC Bid Management Monitoring and Evaluation Framework and relevant/related documents •Develop and communicate the bid committee meeting schedule and monitor attendance thereto as well as coordination of briefing sessions. •Ensure that bid documents are reviewed and evaluated from a technical point of view in order to identify risk factors prior to such being published •Proactively audit/review the bidding processes and documents to identify weaknesses and risk of non-compliance. • Keep abreast and well informed of legislative requirements pertaining to all

aspects of the bidding process, including document & records management •Review the contract administration process and make recommendations if required •Ensure compliance with the contract administration process and systems • •Develop contract evaluation process framework and ensure compliance. •Manage and resolve all contract related queries that may arise •Ensure that contract ending dates are evaluated and recommendations regarding renewals are made •Ensure contract and obligation performance is monitored to ensure compliance •Promote open communication on Contract Management and Bid Administration with other units/sub units within the Corporation. •Ensure that all service providers follow set RTMC policies and procedures •Ensure compliance with all legislative and regulative requirements. Have a strong understanding of contract life cycle, types of contract and applicable relevant contract legislation. Oversee the administration of contracts from inception to execution, including contract dates, expiration and deadlines.

To apply please submit a letter of application (no prescribed template), accompanied by a recent Curriculum Vitae as well as certified copies of qualifications, identity document and driving license. **Applications must be forwarded via email to: rtmc@miltonresourcing.co.za. Candidates are requested to clearly indicate the reference number for the position they are applying for on the email. Candidates should also note that detailed information on the jobs is available on the RTMC website under vacancies.**

NB: Persons with disabilities are encouraged to apply

Closing date is the 25 March 2021, and no late applications will be accepted.

The RTMC reserves the right not to make an appointment. Due to the large number of applications we envisage receiving, applications will not be acknowledged. If you have not received any response from us within 3 months, please consider your application unsuccessful.

Enquiries: Ms. N Thobela (012) 999 5200



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**Departmental Representative*

A handwritten signature in black ink, appearing to read "J. Makgatho".