

JOB TITLE : **CONTRACT SPECIALIST (C-LEVEL)**
REPORTS TO : **MANAGER - PROCUREMENT**
BUSINESS UNIT : **PROCUREMENT**
LOCATION : **HEAD OFFICE (PRETORIA)**
POSITION STATUS : **FIXED TERM CONTRACT (8 MONTHS)**

Purpose of the Job

Implement contract framework and standard operating procedures. Work closely with Legal department to facilitate the signing of the contract between business units and the service providers. Be the point of contact between parties for contract-related matters and facilitate contracts negotiations. Advise clients on contract options and risks. Follow up with project managers on contract monitoring and performance reports and keep records for audit purposes. Facilitate all the variations, price escalations/extensions/expansions/ amendments of contracts between the business and the approving structure. Facilitate the enforcement of contractual breach penalties and remedial actions between service providers and business in liaison with Legal department. Reconcile the breakdown of payments to verify payment accuracy. Provide quarterly and annual contracts' commitments schedule indicating the value of contracts obligation at year end for Annual Financial Statements disclosures. Maintain a matrix of SCM contract and commitment register. Analyse contracts information and report risks and remedial action to the relevant committees. Send contracts' expiry reminders to business units prior to contract expiry date. Record, file and store all documents relating to a contract. Load contract onto system. Monitor contract compliance and safeguard contract close out report. Perform any other Procurement related activities and assigned.

Job Responsibilities

- Manage lead times within contract and project environment
- Reduction of irregularities through agile contract administration and administration
- Percentage of procurement efficiency improvement by effectively managing turnaround times
- Repetitive procurement spends to be converted into contracts
- Quality of submissions
- Turnaround time of Contracts/ SLAs, etc
- Accuracy of procurement policy and its communication to stakeholders
- Customer and stakeholder relationship management
- Responsible for the completeness of submissions in the procurement file

Role Requirements:

Qualification:

- National Diploma (NQF Level 6) in the SCM discipline.
- Legal background would be an added advantage

Experience:

- 3 Years procurement experience as a contract administrator.

Knowledge and understanding of:

- Contract Administration and Management
- Project Management
- SAP experience
- Public Finance Management Act (PFMA)

- Preferential Procurement Policy Framework Act (PPPFA)
- National Treasury Instruction and Practice Notes, Circulars relating to SCM.

Skills and Attributes

- Excellent networking and communication skills (writing & verbal)
- Ability to conclude mutually beneficial deals through sound business process knowledge and effective negotiating skills
- Excellent client relations
- Analytical, Project planning
- Contracts status tracking
- Risk Management
- Problem solving and conflict resolution
- Understands organisation's functional interdependence
- High level of accuracy

How to Apply

If you wish to apply and meet the requirements, please forward your Curriculum Vitae (CV) to RecruitmentZM@Postbank.co.za

Please indicate in the subject line the position you are applying for. To view the full position specification, log on to www.postbank.co.za and click on Careers.

Closing Date

20 June 2025

Disclaimers

The South African Postbank SOC Limited is committed to the achievement and maintenance of diversity and equity in employment, especially with regard to race, gender and disability. In compliance with the bank's employment equity plans, we encourage and welcome applications from diverse groups from the South African Employee active population. Correspondence will be limited to short-listed candidates only.

Note, only applications received on this platform will be considered. "POPIA sections provides that everyone has the right to privacy and it includes a right to protection against the unlawful collection, retention, dissemination and use of personal information. By applying for employment you consent to the processing of your personal information with Postbank. Your personal information and any attached text or documentation are retained by Postbank for a period in accordance with relevant data legislation."

If you do not hear from the South African Postbank SOC Limited or its Agent within 3 months of this advertisement, please accept that your application has been unsuccessful. The South African Postbank SOC Limited reserves the right not to fill the positions or to re-advertise the positions at any time.