

Okhahlamba municipality is an equal opportunity, affirmative action employer. It is our intention to promote representativity (in terms of race, gender and disability).

Contract Management Officer

Salary: R 202 596-00 –R 216 777-72 Per Annum

Benefits: Medical Aid, Pension & Housing Allowance

REQUIREMENTS:

- Matric, Diploma or Degree in Commerce/Supply Chain Management or equivalent or 03 years relevant tertiary qualification
- Computer Literacy
- Interpretation and implementation of legislations
- Ability to liaise with people at all levels
- Ability to keep confidential matters
- A minimum of two(2) years relevant experience

RESPONSIBILITIES:

- Perform tasks associated with the Supply Chain Management in the effective, efficient and highly productive management of the contracts administration
- Manage contract amendments and variations including scope variations including scope variations, extension of contract periods, renewal and others
- Monitoring the validity of tenders received
- Drafting letters of intention to award, acceptance and regret
- Compile bid documents
- Close bids and conduct pre-screening exercise
- Ensuring that all documentation relating to specification and tenders are prepared and submitted timeously to the various parties for consideration

Enquiries in respect of the above position should be directed to the Finance Manager: @ 036-448 8000/8053 during office hours

Comprehensive Curriculum Vitae, together with certified copies of qualifications, ID copy and the form for application of employment available on the municipal website, should be sent to:

**OKHAHLAMBA MUNICIPALITY
P.O. BOX 71
BERGVILLE
3350**

The closing date for applications is **the 28th of August 2015, 12H00**. If you have not heard from us within 30 days of the closing date, you should regard your application as unsuccessful.

Should you not be contacted within 30 days from the closing date, your application should be deemed to have unsuccessful.

**SD SIBANDE
MUNICIPAL MANAGER**