



NOTES

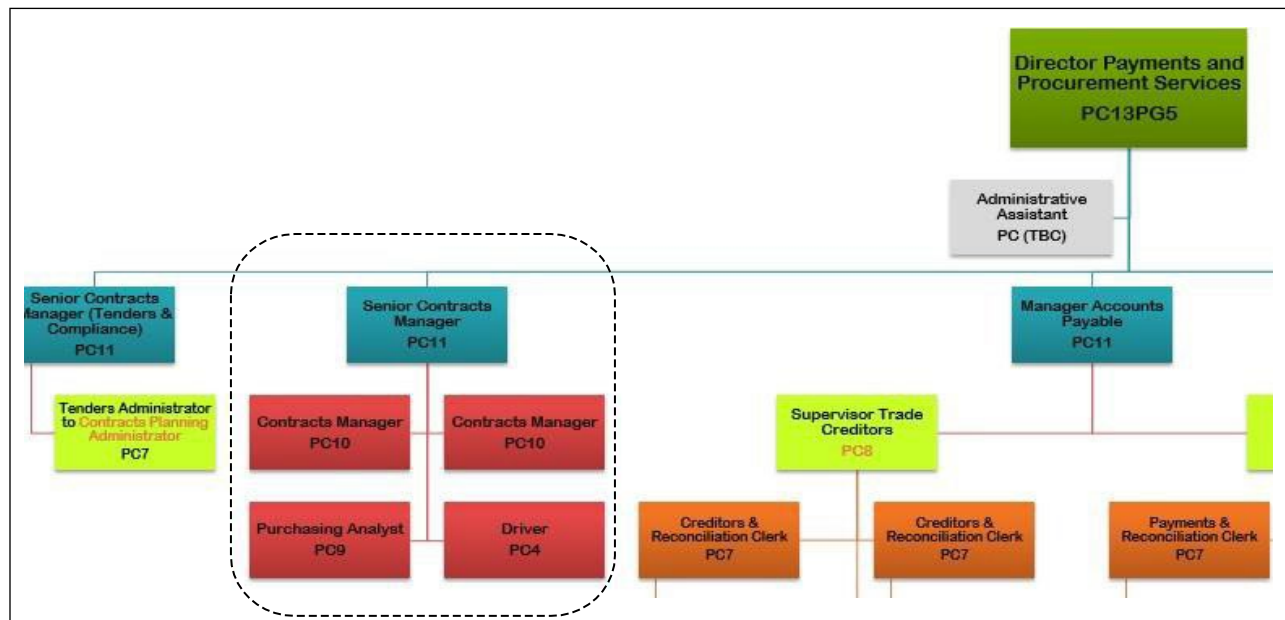
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Contracts Manager		
Job title (HR Business Partner to provide)	Contracts Manager		
Position grade (if known)	10	Date last graded (if known)	
Academic faculty / PASS department	PASS		
Academic department / PASS unit	Finance		
Division / section	Procurement & Payment Services		
Date of compilation	2016		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The Vendor Management Officer leads the implementation of procurement strategies and tactics for the assigned area of responsibility. This includes determining the best sourcing approach to meet the University's needs and the execution of purchase transactions for goods and services.

This role's key focus areas are on contract strategy development, data gathering, spend analysis, procurement basics training, supplier management and periodic customer feedback to improve service delivery. Key categories which this role has responsibility for includes but is not limited to: Construction and Travel Management.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	<p>Takes, types up and distributes minutes and agendas for monthly departmental meeting.</p> <p>Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.</p>	<p>All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting.</p> <p>Visitors are directed to appropriate staff member in a professional and efficient manner.</p>
1	Implementation of procurement strategies and tactics	75	<ul style="list-style-type: none"> • Directly handle the sourcing of standard, custom or unique goods and services within various agreed commodities • Provides input into Sourcing (<i>how to create value or prevent disadvantage within respective categories</i>) strategy development • Develops and owns contracts strategy (<i>how will we approach the market</i>) and implementation thereof in a team setting • Where applicable manages the Tender process (R1-5m) with input from the Senior Contracts Manager • Ensures the development and maintenance of relationships of key suppliers • Determine Service Level Agreements with key suppliers and monitor performance against Key Performance Indicators (KPIs) including attending supplier review meetings • Apply market knowledge to ensure that the best value is achieved • Leading the development and implementation of ad hoc strategic initiatives in targeted spend categories i.e. BBBEE; e- Commerce etc. 	<ul style="list-style-type: none"> • Execution of contracting strategy • Achieving best value in the market for UCT • On- going supplier relationship management • Supplier performance management • Ensure tactical and operational level compliance • Continuous improvement of operational processes • Drive best practices to large decentralized purchasing audience in the Faculties
2	Consultancy and special projects	20	<ul style="list-style-type: none"> • Involvement in procurement improvement projects • Advise departments and users of alternative sources of supply • General purchasing advice in terms of Procurement Policy • Liaise and inform users and departments of market trends and vendor information • Ensure policies and procedures are adhered to 	<ul style="list-style-type: none"> • University receives best value proposition • High level of compliance about policy adherence • Market Intelligence
3	Contracts and Vendor Administration	5	<ul style="list-style-type: none"> • Monitor the use of preferred vendors • Sign off One Time Vendor invoices as a bottom line signatory • Ensure invoice submissions are SARS compliant 	<ul style="list-style-type: none"> • Ensure policies and procedures are adhered to

MINIMUM REQUIREMENTS

Minimum qualifications	Degree or Diploma with Procurement focus			
Minimum experience (type and years)	A minimum of 6 years relevant work experience at a middle management level with exposure to various aspects of the relevant procurement categories.			
Skills	<ul style="list-style-type: none"> • Strong interpersonal skills for interacting with departmental heads, clients, and management • Good planning and organizational skills, to balance and prioritize work take initiative, multi- task, work under pressure • Computer literacy (email, Word, Excel & Internet) • Stress tolerance 			
Knowledge	<ul style="list-style-type: none"> • Good understanding of the procurement and tender processes and policies • Proven high level analytical and interpretive abilities • Knowledge of contracts • Negotiations 			
Professional registration or license requirements	N/A			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	N/A			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Good understanding of the procurement and tender processes and policies	2	Strong interpersonal skills for interacting with departmental heads, clients, and management	2
	Proven high level analytical and interpretive abilities	2	Good planning and organizational skills, to balance and prioritize work take initiative, multi- task, work under pressure	2
	Knowledge of contracts	2	Computer literacy (email, Word, Excel & Internet)	2
	Negotiations	2	Stress tolerance	2

SCOPE OF RESPONSIBILITY

Functions responsible for	Contract Management, Sourcing & Vendor relationships
Amount and kind of supervision received	Strategic
Amount and kind of supervision exercised	Does not supervise staff
Decisions which can be made	Operational Decisions in line with policies and processes
Decisions which must be referred	Strategic & Financial Decisions outside of the scope of the role.

CONTACTS AND RELATIONSHIPS

Internal to UCT	All Faculties & departments
External to UCT	External suppliers