

## Job Specification

Job Title	Contracts Compliance Officer (Contracts Administration)	
Category	Permanent Position	
Division	Finance	
Reporting To	Senior Manager: Contracts Management	
Job Level	Paterson Grade C3	
Job Purpose Statement	To provide a contracts management support function to DTFC ensuring compliance and effective financial control. To monitor, evaluate and report on compliance with contracts.	
Key Performance Areas	<b>Review and Management of Contracts</b>	<ul style="list-style-type: none"> <li>• Review and/or develop contract management tools to assist users in managing contract.</li> <li>• Conduct periodic operational and contract compliance reviews.</li> <li>• Assist the contract owner to develop contract risk assessment for each contract.</li> <li>• Review and develop operational audit procedures.</li> <li>• Perform testing of procedures and document findings.</li> <li>• Compile or review operational and contract compliance report and provide feedback to contract manager.</li> <li>• Conduct follow-up audits and report on the remedial actions taken by project managers.</li> <li>• Review the process applied by the contract owners to monitor contracts progress.</li> <li>• Review contract variations and any deviations to the contract.</li> <li>• Follow-up and confirm with the contract owners on any amendments to the contracts.</li> <li>• Prepare and maintain Actual expenditure against budget cost report.</li> <li>• Review of payments as and when required.</li> </ul>
	<b>Integration with other Finance Division</b>	<ul style="list-style-type: none"> <li>• Liaise with key personnel within the Finance Division.</li> <li>• Assist key personnel with allocation of the expenditure.</li> <li>• Perform the cash reconciliation for the funds held in the escrow account.</li> </ul>
	<b>Review of Request</b>	<ul style="list-style-type: none"> <li>• Performs internal compliance review on a sample of RFQs.</li> </ul>

	<p><b>For Quotations</b></p> <ul style="list-style-type: none"> <li>• Assist supply chain management officers to implementing the recommendations.</li> <li>• Monitoring the implementation of the compliance.</li> </ul>
	<p><b>Custodian of the contract database</b></p> <ul style="list-style-type: none"> <li>• Maintains a secure electronic Filing System for all contracts and agreement.</li> <li>• Review contract close out reports submitted by the contract owners before archiving expired contracts.</li> <li>• Review contract register and alert contract owners of expiration of contracts.</li> <li>• Quarterly meetings with the relevant Executives.</li> <li>• Preparation of addendums for contract escalations and Extension of times with no financial implications.</li> </ul>
<p><b>Qualifications, Knowledge, Skills and Behavioural Competencies Required</b></p>	<ul style="list-style-type: none"> <li>• Degree in Accounting or Auditing</li> <li>• Completed articles, will be an advantage</li> <li>• 3 Years' experience within an audit/ financial or supply chain management environment is essential</li> <li>• Experience within a procurement environment will be an advantage</li> <li>• Internal Audit and/or Consulting experience will be an advantage</li> <li>• 3 years' experience in MS Office Suite, specifically Excel and Word</li> <li>• Excellent Planning and Organising Skills</li> <li>• Very high level of attention to detail</li> <li>• Excellent verbal and written communication skills</li> <li>• Ability to network at all levels, communicate effectively (verbal and written)</li> <li>• Ability to work independently, within a team and with other user departments, as and when required</li> <li>• Honesty, integrity and discipline</li> <li>• Understand and exemplify ethical behavior and ethical business practices</li> </ul>
<p><b>Opening Date</b></p>	<p>16 September 2020</p>
<p><b>Closing Date</b></p>	<p>5 October 2020</p>
<p><b>Employment Equity</b></p>	<p>Preference will be given to African Female candidates and/or candidates with disabilities, as per DTPC's Employment Equity Plan.</p>

<b>Recruitment and Selection Process</b>	<p>The process will consist of the following steps:</p> <ul style="list-style-type: none"> <li>● Shortlisting of CVs based on minimum requirements of the role;</li> <li>● 1<sup>st</sup> Round Panel Interview;</li> <li>● Psychometric Assessment/s;</li> <li>● Verification Checks; and</li> <li>● 2<sup>nd</sup> Round Panel Interview, if required.</li> </ul>
<b>Verification Checks</b>	<p>The following verification checks will be conducted:</p> <ul style="list-style-type: none"> <li>● Criminal;</li> <li>● Credit (position of trust) and Financial dealings, if relevant to position;</li> <li>● Qualifications;</li> <li>● Reference Checks;</li> <li>● South African citizen; and</li> <li>● Positive verification of current remuneration package.</li> </ul>
<b>Remuneration and Benefits</b>	<p>R375,547 – R525,790 Annual Basic Salary.  R506-15 Medical Aid Allowance per month.  Company Contribution to Provident Fund and Approved Group Risk Benefit.  20 Working days leave per annum.</p>
<b>Application Forwarding Details</b>	<p>Applications, including a detailed CV, must be forwarded to <a href="mailto:HR@dubetradeport.co.za">HR@dubetradeport.co.za</a>.</p> <p>Please ensure that the vacancy being applied for is clearly indicated on your application.</p> <p>Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 2 months after the closing date, then your application has not been successful.</p>