



INTERNAL / EXTERNAL ADVERTISEMENT		
DIVISION: FINANCE – SCM		
06 December 2023		
REFERENCE NUMBER	POSITION:	NUMBER OF VACANCIES AVAILABLE
	<b>12 MONTHS FIXED-TERM CONTRACT</b>	
<b>SCM: 30/2023</b>	<b>ASSETS AND CONTRACT MANAGEMENT SPECIALIST R40 000.00 CTC MONTHLY</b>	<b>1</b>

MICT SETA seeks to employ a suitably qualified and competent **Assets and Contract Management Specialist** to manage demand, compliance, asset and contract management within the supply chain management department through facilitation of the development of the procurement plan, leading the development of specifications, maintenance of contract register, facilitate the asset disposal process, ensure compliance with all relevant legislative framework and facilitation of specifications committee.

The successful incumbent will be based at our Midrand Office and will report to the **Manager Supply Chain Management**

**MINIMUM REQUIREMENTS:**

- Minimum of a Bachelor's Degree in Supply Chain Management/Procurement/Logistics or Purchasing (NQF 7) or equivalent
- Minimum of 5 years' experience in procurement or sourcing processes
- Minimum of 5 years' experience in Contract Management and Asset Management
- Valid CIPS accreditation will be an added advantage
- Good knowledge and understanding of the PFMA, Treasury Regulations and Guidelines
- Knowledge and understanding of the SCM Regulations, Practice Notes, Circulars, Policy Frameworks
- Knowledge and understanding of the Preferential Procurement Policy Framework Act and its associated regulations.
- ERP system

**REQUIRED OUTPUTS**

**Strategic Planning**

- Assist in the development of the planning strategy for the demand for goods/ services in terms of SCM regulations
- Conduct comparative price analysis and total cost of ownership analysis for new contracts management initiatives to support MICT SETA in the implementation of its strategy and achieve its objective.
- Keep abreast of changes in legislations.

**Asset Management**

- Develop and oversee the implementation of the asset management system, including: the departmental policies and procedures.
- Develop and maintain asset registers, including; acquisitions, maintenance management, transfers and valuations.
- Execute asset verification, investigate, Resolve assets discrepancies and report on variances.
- Develop, implement and manage mechanisms to safeguard assets.
- Prepare a monthly reconciliation asset registers and resolve uncleared items.
- Assess assets life cycle including; an analysis of pricing options.
- Report on asset management information as required to internal and external stakeholders.
- Conduct asset verifications and provide asset disposal solutions.

## Contracts Management

- Draft contracts as required for approval and signing between the MICT SETA and service providers and suppliers and ensure compliance with Public Finance Management Act and other MICT SETA requirements and risk protocols (including deliverables and milestones).
- Effectively submit and expedite the contract agreement process to ensure prompt commencement and/or delivery of services.
- Manage contracts with identified vendors and service providers in terms of the Service Levels Agreements.
- Manage, analyse and monitor the contract spend for all projects on behalf of MICT SETA, and provide spend data for the purpose of statutory reporting.
- Maintain contract agreements through regular review meetings and other communication mechanisms to ensure that the service levels are maintained.
- Ensure that payment term negotiations are optimized with all relevant stakeholders to ensure good governance.

## Stakeholder Management and Relations

- Ensure that all vendor and contract queries, are resolved or escalated accordingly.
- Build and maintain sustainable stakeholders relationships through interactions, consultations and communication.
- Negotiate with relevant suppliers to meet quality, delivery and cost objectives.
- Provide advocacy on tender and contracts management related matters to relevant stakeholders.

## Risk and Compliance

- Produce progress and information reports according to requirements and timelines.
- Assist in identifying and adhering to fraud controls, risk prevention principles, sound governance and compliance processes, and tools to identify and manage risks.
- Ensure implementation of risk remedial actions.
- Process all documentation according to company policies and procedures as well as document control principals within specified timeframes to ensure compliance.
- Manage the filing, storage and security of documents.

## Financial Management

- Manage, analyse and monitor the contract spend for all projects on behalf of MICT SETA, and provide spend data for the purpose of statutory reporting.
- Facilitating of negotiations process with potential service provider
- Ensure service providers are appointed in line with approved budgets in the procurement.
- Ensure the SCM system is cost effective and implement process to mitigate a potential fruitless wasteful, irregular and unauthorized expenditure.
- Perform miscellaneous job-related duties as assigned

## KNOWLEDGE, ATTRIBUTES AND SKILLS

- Strategic thinking
- Decision making
- Relationship management
- Advanced communication
- Emotional intelligence

### **Application:**

CVs and qualifications of suitably qualified persons must be forwarded to the Human Resources Division for the attention of: Mrs. Boipelo Ramafoko ([Recruitment@mict.org.za](mailto:Recruitment@mict.org.za)) by no later than **17 December 2023**. Queries may be directed to 011-207-2600.

Should candidates not hear from us 30 days after the closing date of applications, they should consider their application unsuccessful. Please note this is an open position.



**White, Indian, Coloured and people with disabilities are highly encouraged to apply for this position in-line with the MICT SETA Employment Equity Targets.**