

## Job Specification

Job Title	Contracts Compliance Officer						
<b>Category</b>	Permanent Position						
<b>Division</b>	Finance						
<b>Reporting To</b>	Senior Manager: Contracts Management						
<b>Job Level</b>	Paterson Grade C3						
<b>Job Purpose Statement</b>	To provide a contracts management support function to DTPC, ensuring compliance and effective financial control. To monitor, evaluate and report on compliance with contracts						
<b>Key Performance Areas</b>	<table border="0"> <tr> <td data-bbox="438 757 710 1556"><b>Management of Contracts</b></td> <td data-bbox="726 757 1460 1556"> <ul style="list-style-type: none"> <li>● Develop contract management tools to assist users in managing contract.</li> <li>● Conduct periodic operational and contract compliance reviews.</li> <li>● Reconcile the outstanding contract value to the available funding per contract.</li> <li>● Review all the payments relating to contracts for accuracy, completeness and validity.</li> <li>● Review the process applied by the contract owners to monitor contracts progress.</li> <li>● Create and update contract payment schedule for each contract.</li> <li>● Reconcile the contracts payment to the bank statements.</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>● Monitors compliance to service level agreement.</li> <li>● Review contract close out reports submitted by the contract owners.</li> </ul> </td> </tr> <tr> <td data-bbox="438 1563 710 1780"><b>Review of Request for Quotations</b></td> <td data-bbox="726 1563 1460 1780"> <ul style="list-style-type: none"> <li>● Performs internal compliance review on a sample of RFQs.</li> <li>● Assist supply chain management officers to implementing the recommendations.</li> <li>● Monitoring the implementation of the compliance.</li> </ul> </td> </tr> <tr> <td data-bbox="438 1787 710 1937"><b>Review of Purchase Orders</b></td> <td data-bbox="726 1787 1460 1937"> <ul style="list-style-type: none"> <li>● For Purchase Orders, review all the payments made on RFQs for accuracy, completeness and validity.</li> <li>● Conduct periodic reviews on identified purchase orders.</li> </ul> </td> </tr> </table>	<b>Management of Contracts</b>	<ul style="list-style-type: none"> <li>● Develop contract management tools to assist users in managing contract.</li> <li>● Conduct periodic operational and contract compliance reviews.</li> <li>● Reconcile the outstanding contract value to the available funding per contract.</li> <li>● Review all the payments relating to contracts for accuracy, completeness and validity.</li> <li>● Review the process applied by the contract owners to monitor contracts progress.</li> <li>● Create and update contract payment schedule for each contract.</li> <li>● Reconcile the contracts payment to the bank statements.</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>● Monitors compliance to service level agreement.</li> <li>● Review contract close out reports submitted by the contract owners.</li> </ul>	<b>Review of Request for Quotations</b>	<ul style="list-style-type: none"> <li>● Performs internal compliance review on a sample of RFQs.</li> <li>● Assist supply chain management officers to implementing the recommendations.</li> <li>● Monitoring the implementation of the compliance.</li> </ul>	<b>Review of Purchase Orders</b>	<ul style="list-style-type: none"> <li>● For Purchase Orders, review all the payments made on RFQs for accuracy, completeness and validity.</li> <li>● Conduct periodic reviews on identified purchase orders.</li> </ul>
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	<p><b>Maintain the guarantee and warranty register</b></p> <ul style="list-style-type: none"> <li>● Update and monitor the following registers:                     <ul style="list-style-type: none"> <li>○ Warranty and guarantee registers; and</li> <li>○ Licence and subscription registers.</li> </ul> </li> <li>● Liaise with SCM to identify repairs and maintenance procured to identify asset.</li> <li>● Liaise with Asset Manager to confirm assets that are under warranty.</li> </ul>
	<p><b>Performance Information Verification</b></p> <ul style="list-style-type: none"> <li>● Review quarterly outputs reported in DTPC's Quarterly Performance Report.</li> <li>● Confirm the source of the quarterly output agrees to the technical indicator.</li> <li>● Verify the accuracy and completeness of the quarterly outputs reported.</li> <li>● Facilitate the engagements with the Internal Auditors.</li> <li>● Verify the accuracy and completeness of the annual outputs at year end.</li> <li>● Assist with engaging with providing information and response to the External Auditors auditing the Performance Information.</li> </ul>
<p><b>Qualifications, Knowledge, Skills and Competencies Required</b></p>	<ul style="list-style-type: none"> <li>● Degree in Accounting or Auditing</li> <li>● Experience in internal audit or external audit is essential</li> <li>● Completed articles, will be an advantage</li> <li>● 3 years' experience in either internal or external auditing</li> <li>● Experience working within a procurement environment will be an advantage</li> <li>● Advanced MS Office skills, specifically MS Excel and MS Word</li> <li>● Excellent Planning and Organizing Skills</li> <li>● Very high level of attention to detail</li> <li>● Ability to deal with sensitive issues with discretion and good judgment</li> <li>● Ability to work independently, under pressure and to tight deadlines</li> </ul>
<p><b>Opening Date</b></p>	<p>25 August 2019</p>
<p><b>Closing Date</b></p>	<p>8 September 2019</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>

**Recruitment  
and Selection  
Process**

The process will consist of the following steps:

- Shortlisting of CVs based on minimum requirements of the role;
- 1<sup>st</sup> Round Panel Interview;
- Psychometric Assessment/s; and
- Verification Checks.

**Verification  
Checks**

The following verification checks will be conducted:

- Criminal;
- Credit (position of trust) and Financial dealings, if relevant to position;
- Qualifications;
- Reference Checks;
- South African citizen; and
- Positive verification of current remuneration package.

**Remuneration  
and Benefits**

R375,547 – R525,790 Annual Basic Salary.

R506-15 Medical Aid Allowance per month.

Company Contribution to Provident Fund and Approved Group Risk Benefit.

Non-guaranteed performance bonus.

20 Working days leave per annum.

**Application  
Forwarding  
Details**

[HR@dubetradeport.co.za](mailto:HR@dubetradeport.co.za)