

**General Information****Tel:** 011 403 3425**Web:** www.themvulatrust.org.za**NPO Registration No:** 005 - 110**THE MVULA TRUST INTERNAL/EXTERNAL ADVERTISEMENT****DATE POSTED:** 15 March 2023**CLOSING DATE:** 24 March 2023**JOB TITLE:** Contracts Manager (24 months' performance based contract) Re-advertisement**REGION:** Head Office (Midrand)

The Mvula Trust, a leading developmental NGO, has the following exciting opportunity in the Head Office based in Midrand.

Objective of the Position

The Contracts Manager will be responsible for managing contracts relating to building projects within The Mvula Trust. His or her role will be to study legalities of contracts and help to negotiate terms and conditions with clients and third parties, before drawing up legal documents to outline terms of service and project deliverables. He/ She is also responsible for the development and monitoring of standards and processes in line with the applicable laws within the Build Environment.

Key Performance Indicators

- Act as the main point of contact for clients, Senior Management and Project Teams.
- Act as the lead expert on contracts and business proposals.
- Craft, evaluate, negotiate and execute a wide variety of different contracts covering a range of transactions.
- Manage the day-to-day contract, business proposal, and other designated processes for investor and bulk infrastructure contracts.
- Manage project requirements, identifying discrepancies, and interacting with contractors to resolve issues.
- Maintain records for correspondence and documentation in relation to established contracts and those in progress.
- Communicate and present information to stakeholders about all contract-related matters.
- Manage contracts, risk & compliance by identifying, mitigating, and monitoring potential business risks in the relevant business unit.

- Review all project risk registers on a monthly basis.
- Liaise with Management on the applicable price increase for contract extensions.
- Contribute to the development of policies and procedures within operations to ensure compliance with relevant legislation.
- Responsible for the assessment of contract related matters and provide an opinion/ advice on them before they become litigious.
- Responsible for the implementation of preventative contract related measures that may affect income.
- Provide advice, support, and guidance as needed and serving as a mentor around contracts related matters to junior colleagues.

Qualifications and Experience

- Under graduate or Post graduate qualification in Civil or Structural Engineering/ Construction Management/ Business or Contract Management/ Building Studies/ Quantity Surveying/ relevant qualification.
- Minimum of 5 years working experience in the Supply Chain.
- Minimum of 3 years working experience in a senior position responsible for the Contracts Management office.
- Registration with a relevant professional body will be an added advantage.
- Extensive knowledge and experience in Contracts Law.
- Experience with Contracts negotiations.
- Understanding of the construction industry and all its applicable regulations.
- Understanding of all contracting arrangements within build environment.
- Understanding of various Construction Contracts applicable to SA.
- Experience in working with Government tenders.
- Computer literacy (MS Office).

Interested candidates are requested to e-mail their CVs to: recruitment@themvulatrust.org.za. Please also visit our website at www.themvulatrust.org.za for more information. **Previous applicants need not re-apply.**

PLEASE DO NOT SEND ANY CERTIFICATES, DIPLOMAS OR TESTIMONIALS

N.B Interested candidates must avail themselves at any date, venue and time as determined by The Mvula Trust.

THE MVULA TRUST IS AN EQUAL OPPORTUNITY EMPLOYER. CORRESPONDENCE WILL ONLY BE ENTERED INTO WITH SHORTLISTED CANDIDATES. IF YOU HAVE NOT HEARD FROM US WITHIN 30 DAYS OF THE CLOSING DATE, PLEASE ACCEPT THAT YOUR APPLICATION HAS BEEN UNSUCCESSFUL. THE MVULA TRUST RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENTS.