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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

SHORT-TERM CONTRACT POSITION
HEAD: CONTRACT MANAGEMENT

APPLICATION REQUIREMENTS

- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.
- Applicants are advised to use Google Chrome when applying for CoJ positions.

DISCLAIMER

- The City of Johannesburg applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal opportunity employer.
- By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process.
- However, registering your CV and/or receipt and acknowledgement of any kind shall not be an indication that your application will be successful and/or lead to employment.
- The City of Johannesburg shall not be liable for any damage, loss or liability of whatsoever nature arising from your use of the job opportunity section of this website.
- The City of Johannesburg reserves the right not to make an appointment.



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HEAD: CONTRACT MANAGEMENT SHORT TERM CONTRACT POSITION (Not exceeding 12 months)

Department: Environmental Infrastructure Services Department (EISD)
Branch: Oversight and Management Support
Designation: Head: Contract Management
Remuneration: R60 978.62 pm (all-inclusive, no benefits)
Location: Traduna House, 118 Jorissen Street, Braamfontein

Minimum Requirements:

- Matric plus a Degree or relevant qualification in Supply Chain Management, Finance or Legal degree or related field at NQF level 7;
- 8 – 10 years relevant experience in a Managerial capacity in Contracts Management, Supply Chain, Legal, Compliance or Internal Audit environment;
- 8 -10 years preferred in Leadership / Management experience, of which 5 years' experience should be at middle management experience;

Primary Function:

Manage, lead and provide strategic and general administrative functions to the Office of the Executive Director and to monitor all contracts, agreements and SLAs with third parties through administration, monitoring, management of contract and reporting on performance organisations policies and procedures for environment Infrastructure Services Department as a whole.

Key Performance Areas:


- Provide strategic support to the department and ensure appropriate strategies, business plans, policies and procedures are developed, communicated to the relevant stakeholders and implemented so that strategic imperative of the municipality are met;
- Minimise and or eliminate liability by managing the Department Contract and project risks;
- Manage and provide support on management of EISD contracts;
- Ensure effective management of specific administrative and reporting requirement associated with the Directorate with the Directorate and individual performance;
- Ensure effective control of the Sections Human Resources;
- Ensure effective Sections Financial Resources control;
- Ensure effective Directorate Assets Management and control;
- Build and maintain positive relationship with internal and external stakeholders, to co-ordinate the activities of the city in respect of contract management, SCM Agencies and forum.


Leading Competencies:

- Computer literacy (MS Office);
- Good negotiating skills;



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- Report writing.
- Good communication skills
- Numerical and Accounting.

Core Competencies:

- Knowledge of Microsoft Office, Electronic Records Management systems and Integrated (ERP) system;
- Customer and Service Delivery Management (Batho Pele) Ethics, HR Values + CoJ Values, Integrity and Professionalism, Impact and Influence and Confidentiality.

“All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability.”

Please take note that only online applications will be considered. Please apply by using the following link below:

<https://share-eu1.hsforms.com/1b00l-gJCRaKLqEVKykQABAew554>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Sipiwe Khumalo
Tel No: 011 082 7997

CLOSING DATE: TUESDAY, 22 JULY 2025

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted:

- Credit Record;
- CV validation;
- Employment record verification;
- Criminal check.
- Identity validation.