



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNP/20240528/1905
Advert Reference Number:	DTP038/24
Job Title:	Contracts Compliance Officer (Contracts Finance)
Job Level:	Paterson C4
Vacancy Type:	External
Salary:	R511,000 to R715,400 Total Cost to Company, inclusive of: o R840 Medical Allowance per month. o Company Contribution to Provident Fund and Approved Group Risk Benefit. Cellphone allowance of R1,000 per month. Non-guaranteed performance bonus. 20 Working days leave per annum.
Department:	DUBE TRADEPORT
Component:	HEAD OFFICE
Employment Type:	Permanent
Center:	Finance
Number Of Posts:	1

Duties/Responsibilities:

To ensure compliance and effective financial control by monitoring, evaluating and reporting on compliance with DTPC's contracts.

Management of Contracts

Develop and implement contract management tools to assist project managers in managing their contracts.

Conduct periodic operational and contract compliance reviews.

Review all payments relating to contracts for accuracy, completeness and validity.

Advise project managers of identified invoice queries and or issues.

Create and update contract payment schedules for each contract.

Monthly reconciliation of the Escrow and Retention bank account

Review contract variations and any deviations to the contract, including presentation to BAC as when required.

Enquire and confirm with Project Manager on any amendments to their contracts.

Quarterly reconciliation of the contract payment schedule to the General Ledger

Reconcile the outstanding contract value to the available finding per contract.

Review and advise on the process applied by the project manager to monitor contracts progress.

Monthly Review of the contract register

Monthly reconciliation of the contract registers and the Contract database

Monitor compliance to contract.

Initiate and review contract close out reports.

Present contract variations to the Bid Adjudication Committee for approval

Review and action all contract variations on Workflow.

Assist on an adhoc basis with the facilitation of BSCs and BECs when the Acquisition Manager is on leave

Review of Request for Quotations (RFQ)

Perform internal compliance review on a sample of RFQs.

Assist supply chain management officers to implement the recommendations.

Monitor and assess the implementation of the recommendations.

Review of Purchase Orders

Review all Purchase Orders for accuracy, completeness and validity.

Confirm Purchase Order agrees to the conditions of the award.

Conduct periodic reviews on identified purchase orders

Maintain and reconciliation of Guarantee and Warranty Register

Monthly review and update of the following registers:

- o Warranty and guarantee registers; and
- o Licence and subscription registers.

Liaise with SCM to identify repairs and maintenance procured to identified assets.

Liaise with the Asset Manager to confirm assets that are under warranty

Performance Information Verification

Review quarterly outputs reported in DTPC's Quarterly Performance Report.

Confirm the sources for the quarterly output agrees to the technical indicator.

Verify the accuracy and completeness of the quarterly outputs reported.

Provide information and response to both Internal and External Auditors auditing the Performance Information.

Validate the accuracy of performance targets achieved for Dube TradePort as reflected in the Annual Performance Report via performing audit procedures to test the output.

Qualifications and Experience:

Degree in Accounting or Auditing
Completed Articles (Internal or External Auditing)
At least 3 to 5 years' experience in internal /external auditing
Advance MS office skills (word, excel, power-point)
Communicate effectively verbal and written at all levels within the Organisation.
Experience within a procurement environment would be an advantage.
Experience in Project Management would be an advantage.

Essential Knowledge, Skills and Competencies Required:

Openness to ideas, Analysis and problem solving, Judgement and decision making, Information seeking, Stress tolerance, Flexibility, Self-confidence, Integrity, Reliability, Managing Conflict, Proactive communication, Oral communication, Teamwork, Impact & credibility, Planning, Quality focus, Detail focus, Analysis and problem solving, Information seeking, Systematic thinking, Organisational awareness, Cross-cultural awareness, Integrity, Reliability, Stress tolerance, Flexibility, Drive and persistence, Proactive communication, Written communication, Oral communication, Teamwork, Impact & credibility, Organising and prioritising, Results focus, Quality focus, Detail focus, and Customer focus.

Additional Information

Preference will be given to Black candidates and/or candidates with disabilities, as per DTPC's Employment Equity Plan.
Recruitment and Selection Process
The process will consist of the following steps:
Shortlisting of CVs based on minimum requirements of the role.
1st Round Panel Interview.
Psychometric Assessment/s.
Verification Checks; and
2nd Round Panel Interview, if required
Verification Checks
The following verification checks will be conducted:
Criminal;
Credit (position of trust), if relevant to position;
Qualifications;
Reference Checks;
South African citizen;
Valid driver's license; and
Positive verification of current remuneration package.

How to apply

To apply please log onto the e-Government Portal: <https://www.eservices.gov.za/> and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on "Employment & Labour";
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access <https://www.eservices.gov.za/>, then follow the below steps:

1. Click on "Employment & Labour";
2. Click on "Click on KZN Provincial Government e-Recruitment Vacancies, S'Thesha Waya Waya";
3. Log in using your username and password;
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

For support, please send an email to: KZNHelpDeskRecruit@KZNpremier.gov.za

Closing Date : 14 Jun 2024

Disclaimer

DISCLAIMER FOR KZN E-RECRUITMENT SYSTEM

- a) The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities are equal opportunity, affirmative action employers, and preference may be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The filling of posts may also be guided by the Departments/ Entities Employment Equity plan/targets.
- b) If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- c) Applications received after the closing date will not be considered.
- d) Please clearly indicate the name of the post and reference number of the position for which you are applying.
- e) Applicants applying for posts in KZN Government Departments via the online e-Recruitment system, must upload a copy of their CV onto the system. Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted applicants only.
- f) Applicants applying for posts in KZN Public Entities via the online e-Recruitment system, must upload copies of all documents, including certified copies of all documents stipulated in the advert of the Public Entity.
- g) It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA), prior to the time the qualification documents are requested to be submitted to the KZN Provincial Department or Public Entity.
- h) Only candidates who meet the requirements may apply.
- i) Appointment is subject to verification of the qualifications of the applicant, reference checking, and securing a positive security clearance, in circumstances where this is in relation to the requirement/s for appointment to the post applied for.
- j) Applications from Recruitment Agencies will not be considered.
- k) Applications sent to incorrect email address will not be considered.
- l) The respective Provincial Departments and Public Entities reserve the right not to make an appointment.
- m) The appointed candidate shall be required to sign a performance agreement.
- n) Reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment in their application/CV to facilitate this.
- o) The respective Provincial Departments and Public Entities reserve the right to regard a negative record on any verification check or risk assessment conducted, as sufficient grounds for refusal to select a candidate for appointment.

By utilising the KZN Provincial e-Recruitment system, you hereby specifically acknowledge that you have read and accepted the following disclaimer:

I understand and agree that where information is provided, whether personal or otherwise, it may be used and processed by the owner of this e-Recruitment system, and such use may include placing such information in the public domain.

All reasonable measures to protect the personal information of users will be taken, provided that for the purpose of this disclaimer (personal information) will be as defined in the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) and the Protection of Personal Information Act, 2013 (Act No. 4 of 2013).

The information and reports contained herein may not necessarily be accurate or final and must be viewed in the context of when such information or report is dated.

The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities, including their respective officials, duly appointed representatives, agents, and contractors, accept no liability whatsoever for any loss or damage, whether direct, indirect, special, or consequential, or expenses of any nature whatsoever, which may arise as a result of, or which may be attributable directly or indirectly to, information made available on these pages or links, or actions or transactions resulting therefrom.

By using the KZN Provincial e-Recruitment system, I specifically consent and submit to the jurisdiction of the South African Courts in regard to all proceedings, actions, applications, or the like, instituted by either party against the other where necessary.

If you do not agree to be bound by these terms, please do not make applications for posts through the KZN Provincial e-Recruitment system.