



VACANCY ADVERTISEMENT

The KwaDukuza Municipality seeks to fill the following positions and accordingly invites applications from persons **who meet the requirements** as indicated. **Please note that the post title and post identification number (KZ292.) MUST be indicated on your application which MUST be accompanied by certified copies of your qualifications, identity document and driver's licence where applicable.** Applicants are also advised to their applications address the selection criteria in terms of qualifications, experience and any other requirements as set out in the relevant advertisement as shortlisting will be based on these selection criteria.

Business Unit	FINANCE
Post	MANAGER: CONTRACT MANAGEMENT
Reference	KZ292FSSCM 006
Task Grade	T15
Remuneration	R614 587,80 – R797 775,12 per annum) Plus Locomotion and cell- phone allowances in terms of Council's policy.
Notice Number	MN:14/2026
Minimum Competency Requirements	Applicants for posts affected by the National Treasury Minimum Competency Regulations, 2007 will be required to obtain those competencies within 18 months from the date of commencement
Requirements	A Gr.12, LLB Degree, Admitted attorney (with articles of clerkship and practical legal training), Code B/08 driving license, Computer literate (MS Word & Excel). 5 years relevant experience in Municipal Legal Contracts Management Environment.
Duties	<ul style="list-style-type: none"> <input type="checkbox"/> Communicating with the Head of Supply Chain management on specific key performance areas (commination, relationship management, strategic policy implication) with a view to aligning functions and objectives. <input type="checkbox"/> Analyzing the adequacy of current legal approaches to the contract system. <input type="checkbox"/> Keeping abreast of legislative changes, National Government requirements and Provincial Treasury requirements in respect of rolling out an acceptable and approved contract management system. <input type="checkbox"/> Formulating legal opinions and recommends guidelines with the legal section of the municipality to resolve issues relating to all contracts and supply chain management issues. <input type="checkbox"/> Initiating procedures to deal with various procurement related contractual legal issues with the legal section of the municipality, including new legislation to ensure sufficient notice and correct interpretation and implementation of contract management. <input type="checkbox"/> In order to ensure that accurate legal advice is communicated on proactive and reactive basis and the municipality is prepared and positioned to affectively address legal obligations/ requirements. <input type="checkbox"/> Controlling the contract management unit to ensure maximum output in relation to service delivery. <input type="checkbox"/> Implementing the formulation of new or amended municipal policies in relation to contract management. <input type="checkbox"/> Attends to Auditor General queries in respect of the contract system. <input type="checkbox"/> Coordinating and overlooks activities of contract officers and organization of the contract management office. <input type="checkbox"/> Providing advice to all seniors management, directors, Council departments and Committees on matters relating to all procurement contracts. <input type="checkbox"/> Deals with dispute resolutions and breach of contract. <input type="checkbox"/> Issue notice of breach and termination of contracts. <input type="checkbox"/> Manage communications and liaise with vendors/consultants/ contractors/ partners <input type="checkbox"/> Coordinates and formulates procurement contracts emanating from tender proposals and various other SCM related agreements. Evaluates or monitors contracts performance with business units to determine necessity for amendments or extensions of contracts, and compliance to contractual obligations. <input type="checkbox"/> Drafting all legal notices and documents pertaining to contracts management. Etc.

PLEASE NOTE:

- Applications are to be addressed to the **Municipal Manager, KwaDukuza Municipality, P.O. Box 72, KwaDukuza, 4450 for attention the Human Resources Department**, and may be posted or hand delivered. (Note that hand delivered applications must be deposited in the box of applications provided at the entrance at 34 Chief Albert Luthuli Street **OK MALL BUILDING** KwaDukuza) For enquiries Please call **032 437 5142/ 5150**.
- The Closing date and time is **Wednesday, 11 FEBRUARY 2026 at 12H00**. No applications will be accepted after the closing date and time.
- Please **DO NOT** fax or e-mail applications. Please also **DO NOT** submit applications on **Z 83 forms**. Please **NOTE THAT APPLICATIONS MUST BE SUBMITTED ON KWADUKUZA MUNICIPALITY'S APPLICATION FORM (KDM 01) WHICH IS OBTAINABLE ON THE MUNICIPALITY'S WEBSITE (www.kwadukuza.gov.za)**
- KwaDukuza Municipality adheres to the National Employment Equity Act and preference will be given to appointments that assist in achieving current targets of the municipality.
- Further communication will only be with shortlisted candidates; such shortlist being confined to the candidates that best meet the requirements according to the information supplied in their CV's. Candidates not contacted within 3 months of the closing date may consider their applications unsuccessful.
- Council reserves the right not to appoint any candidate to this post or to make required adjustments.
- Canvassing to Councilors/ Managers for preference on appointment is prohibited and may lead to disqualification of applicants.