



Soul City Institute for Health & Development Communication (Soul City Institute) is a dynamic and innovative multi-media health promotion and social change communication organisation, which has been in existence since 1992.

Through drama and entertainment Soul City Institute's mass media vehicles reach more than 16 million South Africans. This is achieved through 2 main brands, Soul City targeted at adults and Soul Buddyz targeted at 8 - 14 year olds and adults in their lives.

Soul City Institute uses a unique combination of media, social mobilisation and advocacy to create an enabling environment for social change, empowering audiences to make healthy choices, both as individuals and as communities.

We are looking for an experienced, dynamic and suitably qualified professional to assume the following position:

PROCUREMENT AND CONTRACTS MANAGER

(Reporting to the Chief Financial Officer)

(2 years fixed-term contract)

KEY RESPONSIBILITIES

Procurement:

- Ensure that the approved Soul City procurement policy and procedures are being adhered to throughout the Soul City Institute;
- Establish donor procurement requirements for new and existing grants and ensure compliance.
- Review the approved procurement policy from time to time and make recommendations for its improvement to the Chief Financial Officer.
- Devise efficient procurement processes, documents and forms to ensure effective compliance with the approved procurement policy, donor and audit requirements.
- Provide guidance, assistance and training to all departments in order to ensure all staff understand the procurement policy;
- Liaise and follow-up with business units throughout the organisation to obtain information and resolve queries in respect of quotations, orders and contracts;
- Review and approve motivations for deviation from the approved procurement policy. In cases where approval by senior management is also required in terms of the approved procurement policy, ensure that all relevant information is provided to the relevant official and that the approval is attended to on a timely basis.
- Devise and maintain a comprehensive and accurate filing system for procurement, ensuring that tender documents, quotations and approvals for policy deviation can be easily retrieved at any point in time;
- Develop and maintain an archiving system for tender documents and quotations older than 5 years.

- Develop and maintain an accurate database of service providers/suppliers;
- Develop and actively maintain a list of preferred suppliers & service providers.
- Undertake suitable due diligence procedures to verify suppliers / service providers' eligibility to be used as "Preferred suppliers" / "Preferred service providers" as defined in the Procurement policy.
- Develop and maintain a database of benchmark charge-out rates charged by different classes of service providers.
- Ensure Soul City consistently achieves value for money, in terms of quality and price, in all procurement activity;
- Ensure fairness and transparency and promote equity and diversity in the appointment of suppliers and service providers;
- In conjunction with the requesting department, agree on the suitable evaluation panel for tenders;
- Chair the meetings of tender panels and ensure minutes are kept of proceedings and decisions taken at these meetings.
- Introduce safeguards to avoid all forms of favouritism, nepotism and conflicts of interest in the procurement activity;
- Encourage the development of skills in suppliers and service providers from all sections of the community and, more especially, in communities representative of the Soul City target group;
- Ensure that as far as practical, the significant spend of Soul City is with BBBEE compliant suppliers and service providers;
- Maintain a file with copies of current BBBEE certificates for all major suppliers and service providers and assist Soul City's BBBEE verification agency as required.
- Prepare reports as directed by Chief Financial Officer.
- Liaise closely with the finance department to ensure compliance with the procurement and finance policies and good internal control over procurement processes.
- Ensure order and contract numbers are issued and managed effectively.

Contracts:

- Partake in the negotiation of contracts and rates with suppliers and service providers;
- Design templates for contracts and Service Level Agreements for suppliers and service providers, for dissemination to various departments.
- Develop and/or review procurement contracts and Service Level Agreements to ensure that the contract have all the necessary clauses to adequately protect Soul City against the risk of litigation arising from contracts and that Soul City will not be exposed to undue risks;
- Ensure that all contracts exceeding a period of 12 months have provision for annual renewal evaluation;
- Devise a filing system and a contract numbering system that will facilitate safe custody and easy retrieval of all contracts;
- Devise a database system to track the status (draft / signed / active / closed) and other relevant information for all contracts, agreements and MOUs entered into by Soul City.
- Devise a system in conjunction with the finance department to track financial commitments in open contracts.

- Ensure all contracts entered into by Soul City are allocated to a suitable manager, who will ensure compliance with contract requirements.
- Assist the Chief Financial Officer with designing and implementing a close-out procedure to be followed for all contracts to ensure all obligations have been met by both parties.

Financial Management/Governance:

- In consultation with the Chief Financial Officer, prepare an annual budget for the Procurement & Contracts Unit.
- Manage department's expenditure within the approved budget.
- Attend to donor and statutory auditors;
- Obtain a general understanding of the business case and an appreciation of financial/analytical issues and gain or loss implications;
- Comply with all financial policies and procedures;
- Prepare monthly departmental report as well as ad-hoc reports and presentations to meet management, donor and Board requirements.

Human Resources Management

- Provide guidance and leadership to cross-functional business team members and procurement & contracts staff on the organisation's vision and values to ensure a shared understanding.
- Effectively direct, guide and manage the procurement & contracts team.
- Manage the performance and develop the capacity of the procurement & contracts team to ensure that they have the necessary knowledge and skills to perform their functions optimally.
- Hold the procurement & contracts team accountable for all deliverables and responsibilities.
- Take ownership and accountability for all deliverables and responsibilities assigned to the Procurement & Contracts Manager position.
- In consultation with the Chief Financial Officer, identify own training and coaching requirements to achieve optimal performance.
- Contribute to the development of a committed procurement & contracts team with individuals who work well together and provide each other with mutual support, assistance and cooperation.
- Comply with all HR policies and procedures.
- Participate in the management of the organisation.

QUALIFICATIONS AND EXPERIENCE

- A 3 years degree or an equivalent qualification, preferably in Finance or Procurement Management or Legal Studies;
- Minimum of 5 years relevant experience in procurement including administration of tenders;
- Minimum of 2 years' experience at managerial level including management of teams;

COMPETENCIES

- Proficiency in MS Office - including Word, Excel, PowerPoint and Outlook;
- Thorough knowledge of a range of procurement software will be advantageous;
- Excellent English verbal and written communication skills.
- Communication skills in other South African languages would be an added advantage.
- Excellent report writing skills.
- Excellent interpersonal skills.
- Strong planning and organisational skills.
- Good team player.
- Self-motivated, a self-starter and able to work with limited supervision.
- Able to multi-task and prioritise.
- Able to work under pressure and meet deadlines.
- Able to use own initiative and take ownership of his/her tasks.
- Able to analyse and evaluate data and information.
- Strong problem solving and negotiation skills.
- A passion for providing an excellent, customer friendly service.
- Willingness to provide hands-on supervision.
- Able to generate and adapt creative ideas and solutions to improve performance.

**CLOSING DATE FOR APPLICATIONS: CLOSE OF BUSINESS ON FRIDAY,
30 MARCH 2012.**

PLEASE FORWARD YOUR CV AND COVER LETTER TO:

recruitment@soulcity.org.za