

MANAGER: COMMERCIAL

PURPOSE OF THE JOB

The primary purpose of the Commercial manager is to support the Infrastructure, Business Develop, Zone Operations and Legal Office in relation to Commercial and contractual matters, ensuring that such requirements are correctly administered including confirmation that all notices, Instructions certificates etc. required under the contract are properly issued.

The role requires knowledge and understanding of all aspects of Construction contracts and Commercial Contracts management, and an understanding of all forms of dispute resolution.

KEY RESPONSIBILITIES

- Define the contract management activities function for the life cycle of the project.
- Lead and report on the provision of contracts administration services to the project.
- Direct and lead the resolution of contractual disputes.
- Supports Infrastructure, Business Development and Zone Operational and Legal with all advice on all contracting matters.
- Plan, prepare and issue project contract documents in accordance with the negotiated and signed contractual agreements.
- Establishes core contract management processes and ensures risk identification and contract compliance with the original Terms & Conditions and internal policies.
- Prepares correspondence and attends meeting with customers.
- Develop contracting plans and procedures to support project teams.
- Provides guidance and direction to project managers on matters relating to the contracting standards and practices.
- Prepares and disseminates agreements and Memorandum of Understanding.
- Leads effort in performing all contracts pre-award reviews and activities including interface with various internal and external groups.

- Negotiate and administer change orders and contract amendments including claims resolution.
- Lead efforts in closing out contracts, finalizing all outstanding contract issues through project hand-over to clients.

COMPETENCIES/KNOWLEDGE

- Communication, Negotiation, Collaboration
- Attention to Detail, Conflict Management
- Team Player, Independence
- Problem-Solving, Analytical Thinking, Strategic Thinking
- Customer Service Orientation, Relationship Building
- Functional / Technical Competencies
- Knowledge of Procurement Principles and Practices
- Knowledge of relevant legislation and applicable prescripts
- Knowledge of BBBEE, CIDB, National Treasury Regulations and DTI socio-economic prescripts, PPPFA and PFMA.
- Supply Chain Management
- Knowledge of PAIA and PAJA
- Contract Management
- Knowledge of commercial contracts e.g., leases, construction and service agreements.
- Project management
- Planning and scheduling
- Quantity Surveying
- Project Management
- Planning & Scheduling
- Construction Management

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QUALIFICATIONS

- Bachelor's degree in law (NQF 8) (4 years - 480 credits) or Relevant equivalent legal qualification is essential.
- Good understanding of contractual law and Construction Contract Suite
- Extensive Knowledge of Preferential Procurement Policy Framework Act 5 of 2000 (**PPPFA**), Public Finance Management Act 1 of 1999 (**PFMA**), Construction Industry Development Board (**CIDB**)

REQUIRED SKILLS

- Analysis / judgement / problem solving skills.
- Client focus
- Teamwork / collaboration
- Planning and organization
- Strategic Functional Leadership

WORK EXPERIENCE

- 8 years' experience in Construction Contract Management is essential,
- 5 years in Contract Advisory (Management) is essential,
- Multi contract environment and lump sum contracts - FIDIC (Silver, yellow and red Books), NEC3 Suite and JBCC)
- Extensive contracts negotiation and claims management experience with the ability to deliver to deadlines.

APPLICATION PROCESS

Qualifying candidate s can send their comprehensive CVs, Covering Letter, Certified Copies of SA ID and Qualifications and Three (3) Contactable References to recruitment@tasez.co.za

CLOSING DATE

The closing date for applications **30 June 2024**.

Kindly note if no feedback has been received within 30 days of closing date for the above-mentioned position, the applicant may consider their application unsuccessful.

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