

24 April 2025

The Public Investment Corporation SOC Limited (PIC) is an asset management firm, whose mandate is to make investments in various sectors of the economy on behalf of public sector entities. Amongst our clients are the Government Employees Pension Fund, the Unemployment Insurance Fund and the Compensation Fund. Over the years, we have grown to be amongst the top, large investment managers in South Africa and the rest of the African continent, with current assets under management at just over R2.6 trillion. At the centre of our growth is a team of self-driven professionals who are results-focused.

We are currently seeking applications from dynamic individuals for the following position:

- **Position: Contracts Manager**
- ***Job Grade: D3 – D5**
- **Ref: SPROC003**
- **Salary:** All-inclusive remuneration package negotiable
- **Centre:** Pretoria, Finance Division

Purpose of the role:

To oversee and ensure effective and efficient contract management for the PIC including assets management.

Requirements:

Minimum Requirements

- Bachelor of Commerce Degree in Business Administration/Law or equivalent commerce-related tertiary degree (NQF 7)
- Minimum of 8 – 10 years in a similar position
- Experience in practising General conditions of contracts as prescribed by the National Treasury
- Legal and financial understanding in commercial contracting and general contract management

- Knowledge of finance-related regulations and legislation, including the Public Finance Management Act (PFMA), Broad-Based Black Economic Empowerment (BBBEE), and Preferential Procurement Policy Framework Act (PPPFA).

Preferred Qualifications

- Post Graduate Qualification in Commerce/Law

Duties:

- Oversee and ensure effective and efficient contract management for the PIC, including assets under management.
- Contract negotiation and management.
- Collaborate with Legal on executing SLAs, engagement letters, or any other contracts.
- Establish third-party management-related policies, standards, processes, and templates.
- Implement vendor/supplier performance management processes.
- Effectively communicate a clear and concise contract overview to key stakeholders.
- Handle contract-related complaints and disputes from stakeholders.
- Schedule and execute contractual events (e.g., audits, extension, expiry).
- Identify and execute value opportunities with key vendor/supplier relationships.
- Apply rules for KPI and service credit calculation and trends.
- Collect, consolidate, and communicate vendor/supplier performance and identified risks.
- Implement a business performance management process to ensure regular review of SLAs with vendors/suppliers.
- Understand vendor/supplier spending by category, cost centre, and other requirements
- Classify, rationalize, and optimize the vendor portfolio, and concentrate efforts on managing the most strategic vendors/suppliers
- Implement Supplier and Enterprise Development initiatives

Competencies and skills:

- Demonstrate effective business communication skills.
- Ability to deal tactfully with vendors, suppliers, and contractors who provide a broad spectrum of products and services.
- Strong relationship and interpersonal skills.

- Knowledge of contracting trends, licensing models, and traditional and emerging contract and vendor/supplier performance models.
- Strong project and process management skills.
- Collaborative with a customer-focused approach to delivering contract management services to internal customers.
- Ability to multitask and meet deadlines.
- Numerical and analytical skills.
- Leadership and management skills.

Our firm values diversity, and excellence and is committed to the realisation of these across all operations and investment activities. If you are dynamic, resilient, agile, disciplined and willing to be part of a team that is focused on creating meaningful change, you are welcome to submit your application for this position.

Closing Date: 5 May 2025

*** Grade Range:** The grade range for this position is from D3 – D5, commensurate with applicable minimum requirements.

The PIC is an equal opportunities employer, aligning appointments with the PIC Employment Equity plan.

Please forward a copy of your comprehensive curriculum vitae to: Recruitment4@pic.gov.za

Privacy Notice: By submitting your application, you consent to the PIC processing your personal information as per applicable laws and the PIC Privacy Policy available on the PIC website (www.pic.gov.za). You are free to withdraw your consent at any time, after which, the PIC may cease processing your application.