

# UNIVERSITY OF SOUTH AFRICA

DEPARTMENT: UNIVERSITY ESTATES  
DIRECTORATE: PROJECT MANAGEMENT

CONTRACTS SPECIALIST (P7) X 1 POSITION  
TWO (2) YEAR FIXED TERM CONTRACT  
(MUCKLENEUK CAMPUS)

(REF: UEPM/CONTRACTS\_SPECIALIST/P7/2025/NV)

To manage, coordinate and administer contracts with suppliers and provide contract management services to the facilities department.

This is a fixed-term position for the specific project period.

## Minimum Requirements

- Valid Driver's License

## Qualification(s):

- A relevant bachelor's degree (Supply chain, Built Environment or Legal qualification)

## Recommendation:

- A qualification in project management will be an added advantage

## Experience:

- At least five (5) years' experience in Contract administration/management role in the Construction industry
- Experience in NEC /JBCC contracts

## Key Skills and Competencies:

- Proven work experience as a contract administrator or specialist or a similar role
- In-depth knowledge of construction contracts
- Knowledge of mediation, adjudication, and arbitration procedures
- Hands-on experience with MS Office and Project Management Software (MS Projects / Primavera)
- Knowledge of Electronic Document Management Systems (EDMS)
- Has working knowledge of contract law and/or experience in drafting legal documents
- Excellent organizational abilities and keeps to deadlines
- Excellent administrative, project management and language skills
- Meticulous with incredible attention to detail
- Team player with good interpersonal relationships
- Flexible, enthusiastic and above all teachable

## Duties and Responsibilities:

- Providing watertight and cost-effective contracting capabilities
- Managing contracts from the tendering phase to project close-out, ensuring a reduction in contract management costs
- Administering all contracts between suppliers/service providers within the facilities department in accordance with policies, and legal requirements and in compliance with supply chain policies.
- Ensuring robust contract management and review processes and procedures are in place, managing and mitigating risk in the organisation
- Negotiating contractual arrangements with suppliers, minimising business risk

**Assumption of duty:** As soon as possible.

**Salary:** Remuneration is commensurate with the seniority of the position

**Closing date:** 30 May 2025

Any change in conditions of service will only become operative after one calendar month's written notice and will be made in full compliance with the relevant provisions of the Labour Laws. A work-related test may be conducted.

**Please note that Skill Placement has been appointed as the service provider for the response handling process and all correspondence.**

**Enquiries:**                **Mr. Godwin Murerwa – 078 111 9007/011 764 1052** application can be forwarded by email to: [godwin@skillplace.co.za](mailto:godwin@skillplace.co.za)

- Certified identity document;
  - Curriculum vitae;
  - All educational qualifications certified;
  - Academic transcripts/records;
  - Proof of SAQA verification of foreign qualifications (if applicable)
  - **Prescribed Fixed Term Contract Unisa Application Form:**  
<https://www.unisa.ac.za/sites/corporate/default/About/Employment-at-Unisa/Jobs-and-careers>
- Unisa reserves the right to authenticate all qualifications without any further consent from the applicant
  - The contact details of three contactable references must be provided, one of which must be from your present employer excluding your current line manager if you are an internal Unisa applicant
  - Unisa is not obliged to fill an advertised position
  - Late, incomplete and incorrect applications will not be considered
  - Appointments will be made in accordance with Unisa's Employment Equity Plan

We welcome applications from persons with Disabilities



Correspondence will be limited to short-listed candidates only. If you have not been contacted within two months after the closing date of this advertisement, please accept that your application was unsuccessful.