



a world class African city

City of Joburg Property Company SOC Ltd.

3rd Floor
Forum 1
Braam Park
33 Hoofd Street
Braamfontein
2017

PO Box 31565
Braamfontein
2017

Tel +27(0) 10 219 9000
Fax +27(0) 10 219 9400

www.jhbproperty.co.za

CONTRACT MANAGEMENT OFFICER X2 Permanent Position

Department: Finance
Designation: Contract Management Officer
Reporting to: Manager: Contract Management
Reference Number: **SCM/CM - 12/2025**
Remuneration: **R 35 516.00 (Basic salary excluding benefits per Month)**
Local: Braam Park, 33 Hoofd Street, Braamfontein

Minimum Requirement:

- Matric/Grade 12 plus National Diploma in Supply Chain Management, Logistics, Finance, Public Administration, Legal Studies, or related field.
- At least 3+ years' experience in SCM or Contract Management within a municipal environment.
- Experience in monitoring contractor performance and managing SLAs/agreements.
- Experience with MFMA, PPPFA, SCM Regulations, Preferential Procurement Regulations.
- Local government experience.

Primary Function

The incumbent will be responsible for overseeing all aspects of contract management, including administration, governance and compliance, ensuring contracts are accurately recorded, updated and managed effectively. This role involves working with internal customers, facilitating contracts sign-off, and maintaining contract templates.

Key Performance Areas

Contract Administration and Compliance

- Facilitate contract handover meetings with user departments, service providers, and SCM officials.
- Ensure that all contracts are managed according to their terms, conditions, and applicable legislation.
- Fosters trust and transparency between the organization and its suppliers.
- Maintain and update the Contract Register in compliance with the relevant legislation.
- Monitor key contract milestones, expiry dates, extensions, and renewal periods.

Record Keeping and Reporting

- Compile monthly, quarterly, and annual contract management reports.
- Ensure audit readiness by maintaining clean, accessible, and accurate contract files.
- Report on contract performance, variations, risks, and compliance issues.

Contract Performance Monitoring

- Monitor contractor performance against delivery schedules, and SLAs or applicable agreement.
- Conduct regular contract performance review meetings with User Departments and suppliers.
- In consultation with Legal Services Department, issue non-performance notices, penalties, or breach notifications when required.
- Ensure timeous renewal or termination of contracts.



JOBURG
PROPERTY COMPANY

Non-Executive Directors: Simon Motha (Chairperson)
Bettycourt Teffo | Fulufhelo Ratshikhopho | Sandy Colloppen | Mxolisi Zondo |
Ntombikayise Tini | Thapelo Mashamaite |
Tshepang Thatelo | Yolisa Ngxabazi | Moeketsi Rabodila |

Executive Directors: Musah Makhunga (Chief Executive Officer)
Mfanafuthi Zondo (Acting Chief Financial Officer)

Company Secretary: Gontse Dlamini
City of Joburg Property Company SOC Ltd.
Registration Number: 2000/017147/07



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Financial and Legal Compliance

- Ensure compliance with the MFMA, Treasury Regulations, SCM Regulations, PPPFA, Preferential Procurement Regulations, and CIDB Regulations.
- Verify price adjustments, escalation clauses, contract variations, and amendments in line with MFMA Circular 62.
- Ensure that expenditure is linked to approved budget votes and reflected in the contract register.
- Monitor contract spend against award value and prevent overspending.
- Investigate irregular expenditure arising from contract management and make recommendations.

Contract Risk Management

- Identify contract-related risks and assist in developing mitigation measures.
- Maintain a Contract Risk Register.
- In consultation with the User Department and Legal Services Department vet contracts, draft amendments, and review dispute matters.
- Escalate non-performance and contract breaches to Chief Financial Officer and Chief Executive Officer where required.
- In monitoring contracts, ensure compliance with privacy laws, like the Protection of Personal Information Act.
- Build trust and foster relationships with internal and external stakeholders.

Stakeholder Management and Support

- Provide guidance to User Departments on contract obligations, extension processes, variation procedures, and management responsibilities.
- Liaise with COJ Group SCM, Internal Audit, AGSA, and Provincial/National Treasury on contract compliance issues.
- Ensure contractors understand their contractual obligations and performance requirements.

Core Competencies

- MFMA & Municipal Regulations
- Preferential Procurement Regulations
- MFMA Circular 62 (Variation and Contract Management)
- CIDB Regulations (where infrastructure contracts apply)
- Contract Law and SLAs / contract management
- Document management systems

Leading Competencies

- Contract administration
- Risk management
- Report writing
- Interpersonal and stakeholder management
- Negotiation and dispute resolution
- Analytical and problem-solving skills
- Financial analysis
- Computer literacy: MS Office



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JPC is an Employment Equity Employer; therefore, “All suitably qualified candidates are encouraged to apply and will be considered. The City of Joburg Property Company applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities”. This vacancy is open to employees of the City of Johannesburg and external candidates.

Applicants are informed that, if no notification of appointment / response is received within six (6) weeks of the closing date, they must accept that this application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted.

- Credit record
- CV validation and
- Employment record verification,
- Criminal check, and
- Identity validation.

APPLY ONLINE: www.jhbproperty.co.za. Please take note that only online applications will be considered.

Please apply by using the following link: https://share-eu1.hsforms.com/1afFshjR_SgC8A0iLbbheYgew554

ENQUIRIES ONLY:

Contact Person: Amukelani Maluleke

Tel No: (010) 219-9118

Publication Date:
19 December 2025

**This Vacancy is open to Employees of the
City of Johannesburg and External Candidates**

Closing Date:
05 January 2026



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