



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

HEAD CONTRACT ADMINISTRATION CORPORATE SERVICES REF: CS/PMBM/TL/01

We're seeking an experienced **Head of Contract Administration** to lead our contract management team and ensure the successful delivery of high-valued drafted contracts according to stipulated, developed policies and procedures. Administer land and property purchased, sold or leased and assist with appeals and or contract defaults, sales and leases. This role is ideal for a commercially astute professional with deep expertise in contract law, risk management, and project execution.

Minimum Requirements: A relevant 3-year tertiary qualification preferably a B- Degree in law • Minimum of 5 years' experience in contract administration or commercial management • Proven leadership in managing large-scale contracts.

Other Requirements: Strong negotiation, analytical, and stakeholder engagement skills • In-depth knowledge of standard contract forms (e.g., AS, FIDIC, NEC, GC21) • Understands and internalizes the municipality's priorities and goals • In-depth knowledge of municipality's policies and procedures • Understands priorities, goals and issues of local government • Understands sector policies and legislation • In-depth knowledge of the issues impacting service delivery

Responsibilities/Duties: Oversee the end-to-end administration of all contracts across the organization • Provide advice on contract structuring, negotiation, and risk mitigation • Ensure compliance with legal, regulatory, and internal governance requirements • Manage claims, variations, and disputes to protect company interests • Analyses and manages the resolution of minor to significant legal disputes • Knowledgeable and understands court systems and magistrate court practices • Engages external service providers representing the municipality and assess options on litigation matters • Analyses and manages the resolution of minor to significant legal disputes • Knowledgeable and understands court systems and magistrate court practices • Engages external service providers representing the municipality and assess options on litigation matters • Engages line departments, under supervision of senior practitioners, to advise on legal proceedings • Recommends a course of action based upon evaluation of relevant facts and issues • Engages line departments, under supervision of senior practitioners, to advise on legal proceedings • Recommends a course of action based upon evaluation of relevant facts and issues • Collaborate with executive leadership, legal, procurement, and project delivery teams • Ensure effect financial control in the section • Assist with Appeals and Objections received. • Analyses and manages the resolution of minor to significant legal disputes • Knowledgeable and understands court systems and magistrate court practices • Engages external service providers representing the municipality and assess options on litigation matters • Engages line departments, under supervision of senior practitioners, advise on legal proceedings • Recommends a course of action based upon evaluation of relevant facts and issues.

Added advantage: LLB degree

Job related Enquiries: Mr Alexander Kannemeyer 021 808 8056

General Enquiries: Ms Lucretia Koegelenberg 021 808 8102 or Ms Evan Williams 021 808 8059 or
Ms Lisa Patience 021 808 8064

Salary: R 585 339.62 - R 759 790.46 **Plus benefits**

Note: Both the T-grade and post name is subject to re-evaluation and changes will be implemented on receipt of T.A.S.K outcome

Applications, clearly marked and accompanied by an application form of Stellenbosch Municipality, a comprehensive CV, certified copies of qualifications and the details of contactable referees, must be emailed to the Human Resource Management Services at Stellenbosch Municipality at the following email address specifically linked to the above
Directorate: corporatejobs@stellenbosch.gov.za

Your application must be completed on an official application form of Stellenbosch Municipality and will not be considered if not submitted. Application forms can be found on the Stellenbosch Municipal website <https://stellenbosch.gov.za>
Applications for the above-mentioned vacancy must be sent via the given email. If not, it will not be considered. No hand-delivered or posted applications will be considered.

Please note: By applying for this position, the candidate consents to verification checks of qualifications, criminal records and must be willing to be subjected to a rigorous evaluation process. Receipt of applications will not be acknowledged and no supporting documentation will be returned. Canvassing with Councillors or any other decision-maker/ member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application

Closing date: 19 May 2025



Stellenbosch Municipality is an Equal Opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process. If you do not hear from us within ten (10) weeks of the closing date, please regard your application as unsuccessful. For more details on vacancies, visit our website www.stellenbosch.gov.za. The Council reserves the right not to make an appointment and to add/amend/change the salary package.