



» TARGET GROUP

This short course is designed for the public sector and is aimed at:

- individuals who will be involved in supply chain management, demand and acquisition management; and
- departmental and organisational managers.

» BENEFITS

The benefits of this short course include:

- Explain the legislative environment, the role-players, terminology and the role of contract documents pertaining to contract management;
- Perform contracts administration activities;
- Perform records management activities; and
- Manage relationships and monitor performance on contracts.

» ABOUT US

Pro-Active College excels in the education, training and development of public and private sector officials. With its strong focus on practical workplace skills, Pro-Active College strives to facilitate measurable improvements in the productivity of client organisations.

CONTRACT MANAGEMENT

This short course has been designed to enable learners to understand the processes and procedures with regard to contract administration in the Public Sector.



UNIT
STANDARD
ALIGNED



PRACTICAL
TRAINING



OUTCOMES
BASED

Designed and developed by Pro-Active College, this short course is aligned to the unit standard:

**ADMINISTER CONTRACTS FOR GOODS,
WORKS AND SERVICES IN THE PUBLIC
SECTOR**
(US: 377896)

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COURSE OUTLINE

» OUTCOMES

On completion of this short course, learners will be able to:

- Explain the legislative environment, the role-players, terminology and the role of contract documents pertaining to contract management;
- Perform contracts administration activities;
- Perform records management activities; and
- Manage relationships and monitor performance on contracts.

» DURATION

Three-day contact session

» CERTIFICATION

Option 1: Certificate of Attendance

Option 2: Certificate of Competence, after successfully completing an assessment at the end of the contact session.

LEARNING UNIT ONE

EXPLAIN THE LEGISLATIVE ENVIRONMENT, THE ROLE-PLAYERS, TERMINOLOGY AND THE ROLE OF CONTRACT DOCUMENTS PERTAINING TO CONTRACT MANAGEMENT

- The role legislation plays in contract administration
- Influence of role players in Contract Administration
- The role of contract documents and terminology in this regard
- Types of contracts in SCM process are identified and the role that contract documentation play by examining content and purpose

LEARNING UNIT TWO

PERFORM CONTRACTS MANAGEMENT

- Contracts are managed to ensure specific requirements are met
- Risk assessment is conducted, and a risk management plan is developed
- A contract strategy is developed in line with the organisation's strategic objectives
- Relationships are built through the implementation of effective communication strategies
- Contract performance is monitored
- Contract performance and compliance with
- Post-contract performance review and improvement is conducted

LEARNING UNIT THREE

PERFORM CONTRACT ADMINISTRATION ACTIVITIES

- Price adjustments are calculated due to escalations and elements relating to the price
- The ceding of contracts is undertaken according to prescribed policy directives
- Administrative close-out or extension of a contract is undertaken in accordance with prescribed policy procedures