



CONTRACT MANAGEMENT PFMA

PURPOSE

To train and broaden the knowledge and skills base of practitioners involved in contract management on a regular basis. This will ensure that contemporary methods of dealing with and addressing issues within contract management are brought to the fore. The course is aligned to the basic values and principles governing public administration as contained in the Constitution of the Republic of South Africa 1996, in that it promotes a high standard of professional ethics, the efficient, economic and effective use of resources and accountability. It also contributes toward the achievement of Strategy 10 of the Medium Term Strategic Framework (MTSF) (2014 – 2019) in that it will lead to the improvement of capacity, efficacy, service delivery and quality of Supply Chain Management practices within the public service entrenching a culture of an efficient and transparent public service. As you know, in terms of the outcomes-based approach, the course is in line with outcome 12 which is the development of an sufficient, effective, and development oriented public service.

TARGET GROUP

This Contract Management course is aimed at Supply Chain Management Practitioners and non-Practitioners in the public sector. Non-Practitioners include Managers, Senior Managers, Accounting Officers and End-Users operating in cross functional teams.

MINIMUM REQUIREMENTS FOR ENROLMENT

Learners accessing this programme must be in possession of a Further Education and Training Certificate or equivalent. You should also display the following:

- Communication skills at least at NQF Level 4 that will enable the learner to speak and listen during the learning sessions and understand the knowledge and skills required
- Mathematical literacy at least at NQF Level 4 that will enable the learner to complete the necessary skills audits and related skills practices
- Financial literacy at NQF 4 that will enable learners to understand and perform simple calculations.

LEARNING OUTCOMES

By the end of this course participants should 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.
- Manage relationships and monitor performance on contracts.

ACCREDITATION

This credit-bearing course is aligned to Unit Standard “377896”. Administer Contracts for goods, works and services in the public sector. Pitched at NQF Level 5 with 5 credits.

ASSESSMENT APPROACH

There is no official pre-course assignment, but learners will complete formative and summative assessment activities during the course. At the end of the contact session learners will complete a Portfolio of Evidence and will receive a Certificate of Completion.

DURATION

This course is presented over three (3) working days.