



Job Description Form

Our Purpose

To provide safe, customer-focussed, integrated and efficient transport services.

Position Title

Contracts Coordinator

Level

5

Position Number

32242, 33081, 34522,
35201

Division/Directorate

Finance and Contracts

Branch/Section

Procurement

Effective Date

February 2019

Health Task Risk Assessment Category

5

Reporting relationships

Superordinate: Principal Contract Coordinator, Level 6

Subordinates: No Direct Reports

Key role of this position

Provides professional procurement advice and develops and prepares contracts for the Public Transport Authority (PTA). The role also coordinates tendering activities to ensure compliance with Government and PTA's procurement policy.

Core duties and responsibilities

Tendering and Contract Administration

- Responsible for the preparation and development of medium to low risk tender and contract documents.
- Provides professional advice and assistance to Divisions and external stakeholders on tendering and contract award processes.
- Coordinates the PTA tendering process, including evaluation of tender proposals and contract negotiations for medium to low risk procurement ensuring probity in the tendering and contract award processes.
- Responsible for reviewing tender documentation and for providing advice and assistance to Divisions particularly during the contract establishment and early post-award phases.
- Responsible for investigating and seeking an early resolution to tendering and contracting issues.
- Responsible for supervising post-tender briefings for unsuccessful tenderers.

Continuous Improvement

- Provides input into the formulation of PTA procurement policies and procedures ensuring the needs of Divisions are represented.

Essential Work Related Requirements

1. Job Specific

- Demonstrated knowledge and application of Government procurement policies and procedures.
- Proven experience in tender and contract development and contract administration.
- Demonstrated knowledge of contract and commercial law.

2. Communication and interpersonal

- Well developed interpersonal, written communication and negotiation skills.

3. Conceptual, Analytical and Problem Solving

- Proven experience in identifying and assisting in the resolution of probity issues related to tendering and contracting activities.

4. Organisation

- Sound organisational skills and a demonstrated ability to meet milestones and deadlines.

Special Appointment Requirements

- Satisfactory completion of required medical examinations to verify physical fitness to perform the duties of the position.
- Provision of a current National Police Clearance certificate dated 3 months or less from the date of application for the position.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Managing Director / Executive Director / General Manager

.....
Signature

.....
Date

Employee

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the PTA's Code of Conduct and the PTA's Values.

.....
Signature

.....
Date