



Harambee Youth Employment Accelerator is a not-for-profit social enterprise building African solutions for the global challenge of youth unemployment. We work in South Africa and Rwanda with many partners who are committed to results that can work at scale – including government, the private sector, civil society, and almost **2.5 million youth**.

Harambee is an anchor partner in a breakthrough platform called **SA Youth**. It is part of the **Presidential Youth Employment Intervention** – a coordinated strategic national plan, announced by President Ramaphosa in his 2020 SONA, that sets out priority actions to address the youth unemployment challenge in South Africa by creating opportunities for young people at scale.

SA Youth brings together many partners to create a single national network to allow young people to access a wide selection of earning and learning opportunities, and for opportunity holders to access young engaged work-seekers – for free!

Our staff complement of almost 500 motivated people continues to work both on-site and remotely in a fluid and vibrant environment to tackle the challenges of a country where over 50% of young people are unemployed.

Winner of the 2019 Skoll Award and 2019 Conscious Companies Award.

#changeistheonlyconstant



Learn more about Harambee Youth Employment Accelerator:

[Harambee Overview](#)

[Changing the System](#)

[What is SA Youth](#)

www.harambee.co.za

JOB OPPORTUNITY SPECIFICATIONS

POSITION

Procurement and Contract Manager

LOCATION

Gauteng

THE ROLE

Harambee is looking for a Procurement and Contract Manager. The incumbent will ensure that Harambee is conducting its business in full compliance with all national and international laws and regulations that pertain to its industry, as well as professional standards, accepted business practices, and internal standards, whilst understanding Harambee's strategy and what is required to achieve this.

This role will support the CFO in preparing and continuous review of company policies in partnership with the People team, as well as reviewing all third party contracts, and advising management on possible risks.

At Harambee all employees are required to adopt a flexible approach to their roles and Harambee reserves the right to change and/or expand on the assigned responsibilities as the organisation changes and grows.

AS A PROCUREMENT AND CONTRACT MANAGER, YOUR ROLE WILL INCLUDE

- Assist with preparation and/or review of all:
 - Local and international grant or contract agreements
 - MOU's (Memorandum of Understanding)
 - SLA's (Service Level Agreements)
 - Implementation agreements
 - Agreements of Service – employer partner contracts (where relevant)
- Assist with the reviewing of Harambee procurement policies and procedures on an ongoing basis to identify areas for enhancement
- Act as the National Procurement Manager, ensuring all processes are adequately adhered to including tender processes and preparation of RFPs
- Review, where relevant, service providers/suppliers to ensure that deliverables are in accordance with the terms and conditions of the signed contracts
- Assist in maintaining and promoting a culture within Harambee, appropriate to meeting regulatory requirements and in line with industry best practice
- Keep abreast of developments in relevant laws, regulations and guidelines
- Provide advice to staff on compliance issues which arise on a day-to-day basis
- Review and update as necessary the overall organisational policies and guidelines
- Prepare and maintain the Company Risk Register and present quarterly updates to the Audit and Risk Committee
- Ensuring that the business has effective systems, procedures, and controls for compliance with requirements and standards under the regulatory system, including risk management, client categorisation, anti-money laundering and data protection
- Identifying gaps in compliance and address those by implementing systems, procedures and controls and working with business systems to implement them
- Providing internal training on regulatory topics for the business to keep abreast of regulatory issues and to enhance individual ownership of risk and director fiduciary responsibilities
- Whatever else is needed to deliver results

WHAT WE NEED FROM YOU

- Minimum Bachelor of Laws or BCom Law with a focus on contract law
- Minimum of three to five years relevant work experience

TO SUCCEED IN THIS ROLE, YOU SHOULD

- Be able to establish and maintain sound relationships with key internal and external stakeholders.
- Provide direction required for organisational success.
- Embrace diversity and ensure fairness.
- Focus on optimising own and others' energy to drive results.
- Use analysis, logic, innovation, experience, skill, and knowledge to solve problems.
- Effectively express oneself verbally and in writing in the English language.
- Demonstrate strong conviction in own judgment and actions.
- Use discretion and deal with sensitive information in a confidential and professional manner.
- Have an advanced proficiency in MS Office - including Word, Excel, Powerpoint and Outlook.
- Have excellent interpersonal skills and a high degree of emotional intelligence (EQ).
- Be meticulous and able to pay attention to detail.

By working for Harambee, you'll get to:

- Do meaningful, impactful work every day
- Be part of solving one of South Africa's biggest challenges - youth unemployment
- Work with really nice smart people
- Enjoy a flexible working environment, focused on results
- Take time off for yourself with a generous amount of annual leave
- Prioritise your personal growth and development; as well as your health and wellbeing through a strong focus on holistic wellness

Apply for this position by sending your CV to recruitment@harambee.co.za, including the position you are applying for in the subject line.

June 2022

