

ACTOM HIGH VOLTAGE EQUIPMENT	SUBJECT	DOCUMENT No. JD108C
	ACTIVITY PROFILE: CONTRACTS COORDINATOR	REVISION No. 01
		WRITTEN BY: TN/CZ
		APPROVED AND DATED 26/02/2025

1.0 SCOPE

All functions, duties and responsibilities of the **Contracts Coordinator**.

2.0 PURPOSE

To define the position of the incumbent

3.0 POSITION

Contracts Coordinator - High Voltage Equipment

4.0 DEPARTMENT

Commercial Department

5.0 RESPONSIBLE TO

Reports to the Commercial Executive

6.0 ORGANOGRAM

Yes

7.0 QUALIFICATIONS/EXPERIENCE REQUISITES

- Grade 12/National Diploma in Electrical Engineering (S4) or Programme/Training in Project Management/Sales & Marketing or similar at an NQF 6 Level or relevant discipline/industry experience.
- Minimum 5-6 years of experience in handling various contracts/projects in the Transmission & Distribution Industry
- Good administrative skills together with working knowledge of Microsoft Office.
- MS Office: MS Excel, MS Word, MS PowerPoint, MS Project, Lotus Notes, Syspro or SAP.
- Good written & oral English language skills.

8.0 AUTHORITY

- To sign off relevant project documentation as per the Company's Contract Signing Authority Policy

9.0 RESPONSIBILITIES/ACCOUNTABILITIES

- Effective monitoring and follow through on commercial and financial aspects of the contracts.
- Communicate accurate and timeous WIP, revenue, claims and legal/commercial matters that impact the contract to the relevant stakeholders timeously.
- Effective stakeholder engagement at all levels and participate in contractual and procurement meetings relating to the contract execution.
- Proactive identification and mitigation of contract risk, issuing notice of delays and early warning letters, and timeously notify management of financial / commercial risks identified.
- Responsible for successful delivery of assigned products/contracts on time, within budget, as per contractual agreements, and adherence to the customer's requirements.

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- Advise Commercial Executive of any evident discrepancies between tender/quotation and purchase order (balance customer order to order acknowledgement).
- Creation of Purchase requisitions related to the contract and track its progress until a purchase order is created by Procurement Dept.
- Tracking of contracts/products deliveries progress in line with the project schedule.
- Liaise with the customer regarding delivery and other aspects relating to the smooth running of the projects.
- Monitoring contract scope and change control and escalating issues to the Commercial Executive, where necessary.
- Providing status reports to the Commercial Executive.
- Liaise with and update progress to Commercial Executive and senior management.
- Effectively and accurately communicate relevant contract information to the client and contract team.
- Ensure clients' needs are met in a timely and cost-effective manner
- Process purchase order & order acknowledgement and submit it to relevant managers for approval.
- Track the progress of orders/jobs by communicating to Production Managers/Supervisors.
- Prepare completion/handover certificates and delivery documents and ensure all required contract close-out documents are obtained and issued to the customer.
- Process invoices and follow up on orders processed.
- Compiling all necessary documentation for invoicing and submission of invoices and delivery notes.
- Follow up on outstanding invoices for payments with customers.
- Check, monitor and update sales forecasts monthly and submit to Commercial Executive.
- Prepare weekly reconciliations for various projects/orders for the Commercial Executive.
- Prepare monthly reports and submit to Commercial Executive.
- Adhoc duties on an as-and-when requested at the Commercial Executive's discretion.

10. SHEQ MANAGEMENT (ISO9001, ISO14001, ISO45001)

- Responsible for adhering to the requirements of above-mentioned systems as directed by the SHEQ Management System (which includes relevant legislation, Policies, Procedures, Work Instructions, specifications, etc.)
- Ensure that Quality Assurance is confirmed to in every aspect, especially in the area of documentation control.
- Ensures compliance with all standards for Safety, Environmental, Work Procedures, Quality Assurance and Quality Control systems as adopted by the High Voltage Equipment Division.

Accepted by:

Approved by:

Authorised by:

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Employee

Line Manager

Divisional CEO