



UNIVERSITY OF
KWAZULU-NATAL™
INYUVESI
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**EXTENDED
LEARNING**

Contracts Management



Durban

OUR WORLD IS CHANGING... SHOULDN'T YOU?



Contracts Management

Programme overview & objectives:

Tenders are issued by organisations to public service providers as a means of enabling a fair and equitable procurement process. The process however has evolved into a complex one that demands the development of critical competencies in the evaluation of tenders, selection of an appropriate provider and developing and managing an effective service level agreement.

This course aims at developing the financial and legal skills in delegates to better equip them in the decision making and management process. The course will also touch on successfully bidding for government tenders, developing pricing models that provides competitive pricing whilst still being viable.

How you will benefit. You will learn to:

- Understand the procurement process
- Understand the tender process
- Understand the PFMA
- Develop evaluation skills
- Hone performance measurement skills
- Understand good governance
- Develop contracts and service level agreements (SLA)
- Manage SLA's
- Conduct negotiations
- Understand costing and pricing models
- Create specifications from a needs analysis
- Understand scope of needs

Key focus areas:

- Introduction to the procurement process
- Introduction to the tender process
- PFMA
- Evaluation methods, monitoring performance
- Good governance
- Contracts
- Managing contracts
- Negotiation skills
- Costing and pricing models
- Price versus Quality
- Rent versus Buy
- Needs Analysis
- Specifications

Who should attend:

- Supply chain personnel
- Procurement and purchasing personnel
- Operational personnel
- Project managers and team leaders



UKZN Extended Learning (UEL) is committed to enrichment through lifelong learning, by providing high quality credit and non-credit bearing short courses and academic programmes in collaboration with schools and colleges of the University of KwaZulu-Natal. In a fast-changing environment, developing relevant and useful skills and knowledge, and the capacity to deliver results, is more important than ever. Our courses are designed using the very best methods by combining content, based on both tried and tested results, and recent cutting edge research, with interactive experiential teaching and learning from local and international faculty and guest speakers.

Entrance requirements:

Matric or three years industry experience

Programme fee:

The programme fee of R7 425 (incl. VAT) covers tuition, instruction material, and refreshments

Duration:

Three days

Dates

For updated course dates, please contact us or see our website: www.ukznextendedlearning.com



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