Job Description

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Job Title
Senior Contract Engineer

Job Location
Dar es Salaam

Category
-

Job Type
Full Time

Job level
Senior Manager

Industry
Oil & Gas

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget
-

Max Budget
-

Primary Industry
Oil & Gas: 15 Years

Secondary Industry
-

Primary Category
-

Secondary Category
-

Certificate
-

Qualification
-

Summary

The Senior Contracts Engineer will work as a member of the construction team and report to the Contracts Lead with daily coordination with the construction management team. The Senior Contracts Engineer will attend project review meetings on a regular basis and be expected to provide detailed analysis and professional advice in relation to contentious matters on behalf of EACOP and provide accurate substantiation of contract management and status updates.

Responsibilities

• Liaise with Contracts Lead to ensure the contract's related procedures are implemented.
• Day to day contract administration, change management and claims quantification / processing (including reviewing contractor claims and building counter claims)
• Contract schedule management and input into project changes impacting execution together with clarity of engineering / construction changes and remeasurement of Bills of Quantities in accordance with the contract.
• Support the Contracts Lead in the implementation of the day-to-day contracts management tools for both reporting and tracking.
• To provide the relevant inputs for the weekly/monthly Contracts/Change Order reports
• Contribute to preparation, analysis, update and follow up of the C&P planning

Contract Administration

• To manage the awarded Contracts contractually and commercially and liaise actively with relevant technical specialists for the technical management of Contractors.
• To manage the process associated with contractual and commercial changes (changes orders) according to Change Order Procedure and Delegation of Authorities in force, coordinate requests for technical changes and follow-up related approval process.
• To participate, for the contracts in charge, in the development of Project Budget and subsequent revisions (as requested) according to actual expenditure versus planned budget, potential changes.
• As a general manner, to manage all contractual and commercial activities related to Contracts he is in charge of, up to close-out, in the frame and with respect to procedural obligations as per Agreements with Uganda & Tanzanian Authorities, Decrees and Laws in force, Partners Agreement and in strict compliance of delegation

of authorities and associated Contract and Procurement procedures.
• Provide detailed analysis in relation to contentious matters on behalf of EACOP.
• Drafting contractual narrative's and investigate reports in the defense of claim management.
• Participate in the contracts team meetings (in alignment with Contracts Lead) to efficiently manage the contract and escalate any potential or actual issues, delays or commercial impacts which could adversely affect the successful completion of the contract.
• Working with the support of the Contracts Lead and project team on dispute resolution for claims oversight and managing contracting interfaces professionally with non-confrontational behaviors to resolve contracting issues.
• Coordinates with the construction teams for day-to-day administration of contracts.
• Responsible for the timely preparation of legal and contractual documents such as Letters, Change Orders, Insurance Documents, Contractual Certificates, etc...
• Reviews and assists in resolving and processing payment certificates, invoices, claims and back charges.
• Performs other duties as assigned by the Contracts Lead / Senior Contracts Engineer.

Others
• To timely report to the Contracts Lead, assisting her/him, as required, in communication with Project Management, and highlighting progress and encountered areas of concern.
• To ensure confidentiality of all the contractual and commercial documentation produced (whatever its support).
• To have knowledge of EACOP Company Rules and Specifications (CR's/GS's), Project Procedures, etc. related to Contract and Procurement and their application to the Project.
• To adopt and demonstrate exemplary behavior with regard H3SE and H3SE rules implementation.
• To adopt and demonstrate exemplary behavior regarding ethics and project "code of conduct" policy.
• To participate to meetings with partners, authorities and other stakeholders as required.
• To carry out any other duties or tasks that may be required by the position.

Education & Qualifications

Degree qualified in Quantity Surveying, Law, Commercial or Engineering.

Requirements

Minimum 15 years of experience with at least 7 years in Oil & Gas Industry with excellent post contract administration experience with similar large-scale projects & environment.

Characteristics

• Technical Competencies: Broad Contracts and Project experience (both commercial and contractual).

Comprehensive knowledge of the C&P process.
• Ability to work in a multi-cultural business environment.
• Good interpersonal and communication skills.
• English as mother tongue or Fluent in English (speaking and writing).

Reporting To

EACOP Project Construction Contract Lead

Driving Licence

Not Required

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