

Lead Contractors Administrator

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Company: Technip Energies

Location: Kuwait

Category: other-general

We are currently seeking a Lead Contracts Administrator, reporting directly to the Projects Contracts Manager to join the team based in Ahmadi.

Duties:

Pre-Award

- Responsible for all pre-award activities including preparation of Contract Strategy, invitation to bid, processing queries from bidders, preparation of bid evaluation plan, evaluation of bids, recommendation for award, negotiation and award and Contract preparation.

Post-Award

- Responsible for post-award activities including conducting kick-off meetings, coordinating all contract submittals, review correspondence, review payment applications, preparation and processing of Adjustment Orders, claims, disputes and close out.

Project Job Description

Job purpose:

- Supports the objectives of the Project Manager for management of the EPC contract from award through completion and closeout.
- Assists the Project Manager in defining the best project strategy from a contractual position and is also responsible for the development and management of all Contract Management activities in accordance with Project and Client requirements, procedures and performance standards.

Job Scope:

- Duties in this position are varied and occasionally complex as they are primarily related to

the implementation of LSTK Contract Management.

- Determines fit for purpose work method approach in accordance with established policies and procedures.
- Awareness that the impact which ones actions, recommendations or decisions could be of considerable significance involving adverse effects on the project, its' customers or personal relationships.
- Thorough knowledge of contract formation and administration, home office and site procedures, including documents relating to a multi-discipline construction project is essential.

Must Have:

- Recognized qualification to a degree level in a commercial discipline (. Business Administration, Law, Quantity Surveying, Construction Management, Cost Engineering or Engineering) is required.
- Minimum 5-6 years of relevant work experience in LSTK construction projects in the oil and gas sector is desired.
- Demonstrated understanding & extensive experience of the procurement and contract administration processes and principles from preparation and issue of bidders lists, contract plans, bid invitation package preparation through bid evaluation, recommendation for award to Contract conclusion, administration, resolution of claims and disputes and close out of Contracts.
- Experienced in Contract enhancement procedures.
- Experience in the Middle East will be an advantage.
- Membership of any reputable professional association will be an advantage.
- Previous employment in a contract management role with an EPC Contractor will be an advantage.

Key Personal Skills:

- Excellent written and oral communication skills.
- Effective contract negotiating skills.
- Be a team player that works to strict deadlines.
- High level of conflict resolution skills.
- Confident individual with sound commercial awareness and contract knowledge.
- General management and project management skills.
- Demonstrated effectiveness in determining Client needs, identifying solutions, and communicating progress Management.

MAIN ACCOUNTABILITIES:

- Responsible for pre-award activities for large O&G projects in liaison with all project disciplines, Client Project Management and support departments including preparation of contract strategy, bid invitation preparation, preparation of bid evaluation plan, bid evaluation criteria, processing queries from bidders, evaluation of bids, negotiation, contract award and contract preparation;
- Review Contractor's Subcontracts Management Plan;
- Participates in all project meetings from kick-off through project status, construction progress, scope, cost, schedule, claims, disputes to contract close out;
- Works closely with Project Controls to monitor the contract schedule performance and cost trends;
- Prepares consolidated analysis of the contract terms and conditions to highlight the areas of risk and recommends mitigation actions;
- Assists in review and analysis of project financial data and Contractor payment applications to ensure compliance with contract terms;
- Monitors contract execution and assists with reviewing Contractor Variation Proposals and assists Project Manager in the preparation and negotiation of the changes to the contract (Adjustment Orders) with respect to changes in scope, additional compensation and extension of time;
- Prepare all documents required for processing and approval of Adjustment Orders in accordance with Client procedures and requirements;
- Keeps the Projects Contracts Manager advised as to the scope, financial, and risk features of applicable contracts;
- Ensures contractual documentation, contract and commercial logs and registers are properly produced and maintained;
- Reviews of incoming and outgoing correspondence, submittals, Bank Guarantees, certificates of insurance, etc. and recommend appropriate responses in accordance with Client procedures and requirements;
- Review and process all Contractor requests for Subcontractor / Vendor approvals;
- Ensures the monitoring of all contractual duties and obligations are fulfilled by the parties to the contract recommend the appropriate actions to take in order to mitigate claims and disputes. Draft appropriate notice letters where required to Client requirements;

- Review all Contractor's claims, conduct a thorough review and prepare an evaluation and recommendation report for internal and Client review;
- Manage all notices of dispute from the Contractor under the contract, conduct a thorough review and prepare an evaluation and recommendation report;
- Prepare and conduct presentations to Client on Contractor claims and disputes;
- Liaises with the line authority and with all of the other project departments as required;
- Participates in the close-out activities of the project and the drafting of all contract/commercial project lessons learned;
- All general contract administration activities strictly in accordance with the contract, in liaison with the Client and abiding by all applicable Project and Contract Management Systems and Procedures.

Internal applications are treated with priority by our Recruiting Team against external applications. We also consider providing timely and direct feedback to internal applicants a must have. And once receiving your application, Recruiting Team will screen and match your skills, experience, and potential team fit against the role requirements.

We ask for your patience as the team completes the volume of applications with reasonable timeframe. You can check your application progress directly in PeopleConnect Recruiting.

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