

Job Description - Contracts Analyst - CWO

Job Purpose

Provide post award contracts support and analysis to the Onshore & Operations Support and Offshore, Terminal & Refining Groups in line with Qatargas policies and procedures.

Reporting

Reports to Contracts Lead

Job Context & Major Challenge(s)

Major challenges, within associated job contexts, include: (1) Interpreting the complexities of contract documents, and responding accurately and comprehensively to all contract requirements, (2) Understanding technical scopes, analysing risks and ensuring no work is executed that is not covered in the contracts, (3) Timely creation and follow-up for approval of the SES to ensure there is no delay in payments to contractors

Key Responsibilities:

- Provide effective post award management of Onshore & Operations Support and Offshore, Terminal & Refining Group contracts in accordance with Qatargas systems and procedures and in line with the highest ethical standards.
- Maintain updated contracts list and track the validity and cap value utilization of the contracts on a continuous basis.
- Ensure Contractor Performance Evaluations are carried out periodically as per requirements.
- Ensure contractor development is carried out on a continuous basis, and that it is evaluated and monitored with emphasis on local content.
- Review ITPs (instruction to Proceed) for compliance to contracted rates before issuing to the contractors and create purchase orders in SAP based on the approved ITPs.
- Develop and execute Contract Work Orders (CWO), including managing the final payments and close-out.
- Support the development and finalization of the yearly Contracts Demand Plan.
- Provide the month-end and year-end accruals numbers in a timely and accurate manner.
- Ensure that all invoices are cleared on time and as per the terms and conditions in the contract.

Qualifications:

- Bachelor's degree in Engineering, Science, Management or equivalent.

Experience:

- Minimum six (6) years of experience in Contracts Management within the Oil & Gas Industry.

Other Skills:

- Proficient in written and spoken English.
- Proficient in the use of MS office.
- Working knowledge of SAP or similar resource planning system software