

Job Description - Contracts Specialist - CWO

Job Purpose

- Provide post award contracts support and analysis to the Onshore & Operations Support Group in line with Qatargas policies and procedures on a detailed and multi-disciplinary understanding of the area of specialization.

Reporting

- Reports to Contracts Lead

Job Context & Major Challenge(s):

- Working with minimal supervision handling multiple contracts in oil & Gas industry
- Satisfy multiple internal and external stakeholders and to respond to Contract enquires accurately and comprehensively within short time frames.
- Role is concerned with developing effective contract strategies and high contract performances.

Key Responsibilities:

- Provide technical guidance, support to Onshore & Operations Support and Offshore, Terminal & Refining Group teams and departments in contracts administration, based on a detailed and multi-disciplinary understanding of the area of specialization.
- Develop and identify improvements to processes, procedures, risks, impacts, and controls and lead the resolution of related complex Contract issues.
- Develop and implement operating and reporting procedures to comply with complex procedural agreements.
- 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.
- Supports the activities of assigned individuals within the business area and develop guidelines for investigations and evaluations related to contractual Matters.
- Develop and present to senior management with quality analysis and recommendations on complex contracts issues.
- Provide interpretation and guidance to ensure that all reports and records comply with applicable standards, statutory regulatory requirements and internal policies and procedures.

- Perform investigations for identifying and resolving Contract issues, recommending the most appropriate and cost-effective approach.
- Interact regularly with Heads, Leads and staff in other groups and departments for the purpose of providing strategic advice and guidance.
- Support in managing the activities undertaken by contractors/vendors, maintaining high performance of contracts, development of new contracts, management of contract changes, contract governance for critical contracts and contracts closes out.
- Participate and lead in technical/contracts meetings with internal & external customers, mentor staff to develop their capabilities, drive the implementation of best practice, lead implementation of QGPMS requirements pertaining to contracts administration.
- Develop Contract Management Plan for Critical and high value contracts

Qualifications:

- Bachelor's degree in Engineering.

Experience:

- Minimum eight (8) years of experience in Contracts Management within the Oil & Gas Industry with special emphasis on Post Award Contracts Management.
- Experience in Post Award Contracts Management in Operations and Maintenance is preferable.

Other Skills:

- Proficient in written and spoken English.
- Strong analytical and problem-solving skills
- Strong planning and analyzing skills.
- Proficient in the use of MS office.
- Experience in SAP MM module is preferable.