



Бос жұмыс орны 16.08.2019 бастап 16.09.2019 дейін жарамды

**Келісімшарттар жөніндегі маман  
Contracts Engineer**

**Құқықтану / Келісім шарт жасау**

Кәсіпорын: Товарищество с ограниченной ответственностью "Kaz Project Operating"

Еңбекақы: 250 000 бастап 350 000 тенгеге дейін

Толық жұмыс күні, тұрақты жұмыс, еңбек жағдайы калыпты

**Бос жұмыс орын  
туралы ақпараттар**

Аймақ Атырау облысы / Атырау қ.

Bachelor degree level or higher is the norm. Applicants without these qualifications would not be considered. Preference will be given to those with CIPS or similar professional qualifications

Minimum of 2-5 years of CP experience

Comprehensive understanding of CP

Required Competences:

Commercial mindset

Team player and pro-active communicator with ability to influence people

Skills according to CP competences framework

Understanding of strategic, technical, legal, finance, taxation and commercial issues, able to cope with complexity and uncertainty

Skilled in Excel, Word and PowerPoint and affinity with SAP / ERP

Preferably fluent in written and spoken English.

**Responsibilities:**

General

Manage and administer his/her own portfolio of contracts in addition to the responsibilities described herein

Ensure compliance to Company CP governance

Ensure systems and tools are up-to-date at all times

Adhere to annual business targets and individual development plan Team

Work as part of a team of contracting and procurement staff in the provision of CP services throughout the pre and post award stages of the CP process.

Support other team members with daily CP activities when required

Coach junior team members on applicable systems and tools Stakeholder Management

Maintain close working relationships with Business stakeholders

Maintain a close working relationship with Subject Matter Experts and other functional teams to maintain correct process implementation CP Processes

Develop and implement contracting and commercial strategies and obtain the requisite approvals for such strategies from management.

Drive and implement Contract optimization opportunities to maximize business and commercial advantage

Drive 40:40:20 thinking within the CP and Contract Holder community. (40% of the value is driven by specification, 40% value is driven by volume and 20% value is driven by price).

Ensure contractor and supplier prequalification

Develop market knowledge in relevant business environments

Support development and implement the approved CP strategy in tender and contract documentation

Ensure that tendering, bid clarification evaluation and recommendation for award processes are in compliance with the procedures governing the activities of Company.

Support implementation of green-banding of contracts

Ensure compliance to NCSPSA tender procedures

Drive and support implementation of comprehensive post award contract management plans for dedicated contracts awarded.

Ensure proper Contract Holder support in post –award Contract management including but not limited to: obtaining of insurance certificates, Guarantees, Warranty from Contractors; monitoring of ACV and Contract duration; timely information of Contract Holder of any deficiencies

Manage PO creation and administration in SAP BLP

Ensure all amendment requests are dealt with in a timely manner and all

contractual matters are addressed so as to avoid undue escalation and claims

Manage Contract close-out, including preparation and obtaining of all necessary documentation from Contractors.

**Conditions:**

Atyrau, 5/2.

Резюме высылать на почту: [adilzhan.o@kpop.kz](mailto:adilzhan.o@kpop.kz)

Мамандык бойынша отілі	3 жыл
Кәсіби дағдылар	тутынушы куқыфы; акпараттык куқык;
Білім денгейі	жоғары
Менгерген тілдері	Орыс - жоғары денгей Ағылшын - жоғары денгей
Жеке қасиеті	Интернеттің негізгі білімі; электрондық поштаны пайдалану;

**Кәсіпорын туралы  
акпараттар**

Қызметкерлер саны	600
Кәсіпорын туралы акпарат	<p><b>ТОО «Kaz Project Operating»</b> - казахстанская компания, предоставляющая высококвалифицированных специалистов в области инжиниринга и строительства для различных нефтегазовых проектов в Казахстане и других странах.</p> <p>Мы завоевали доверие взыскательных нефтегазовых компаний Казахстана, а также их основных подрядчиков благодаря нашей специализации в области предоставления квалифицированных человеческих ресурсов для осуществления проектно-конструкторских работ, строительного контроля, контроля качества и инспекций, ввода объектов в эксплуатацию, а также для эксплуатации и обслуживания объектов.</p> <p>Наши основные проекты находятся в Казахстане, но мы расширяем свою деятельность на международном рынке, в частности в России и Азии.</p>
Байланыстағы тулға	Паливала Ирфан Мохаммед Фарукх
Кәсіпорынның аймағы	Ақмола облысы / Зеренді ауданы
Кәсіпорынның мекен-жайы	Победы көшесі 62 501а