



Специалист по контрактам
Contracts Engineer

Юриспруденция / Заключение договоров

Предприятие: Товарищество с ограниченной ответственностью "Kaz Project Operating"

Оплата труда: от 300 000 до 500 000 тенге

Полный рабочий день, постоянная работа, нормальные условия труда

Информация о вакансии

Регион Атырауская область / г. Атырау
Должностные обязанности **Requirements:**

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.

Under supervision, performs work that is varied and that may be somewhat difficult in character, but usually involves limited responsibilities.

Some evaluation, originality or ingenuity is required.

Conditions:

Atyrau, 5/2.

Резюме высылать на почту: maxim.s@kpop.kz

Количество вакансий 1

Требования к соискателю

Стаж по специальности	4 года
Профессиональные навыки	законодательство, регулирующее архитектурную деятельность; потребительское право;
Уровень образования	высшее
Знание языков	Казахский - продвинутый уровень Русский - высокий уровень Английский - продвинутый уровень
Личные качества	базовые знания интернета; использование электронной почты;

Информация о предприятии

Количество работников 600

Сведения о предприятии **ТОО «Kaz Project Operating»** - казахстанская компания, предоставляющая высококвалифицированных специалистов в области инжиниринга и строительства для различных нефтегазовых проектов в Казахстане и других странах. 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. Наши основные проекты находятся в Казахстане, но мы расширяем свою деятельность на международном рынке, в частности в России и Азии.

Контактное лицо	Паливала Ирфан Мохаммед Фарукх
Регион предприятия	Акмолинская область / Зерендинский район
Адрес предприятия	Победы кошесі 62 501a