



Специалист по контрактам
Contract Holder Support Team Lead

Юриспруденция / Заключение договоров

Предприятие: Товарищество с ограниченной ответственностью "Kaz Project Operating"

Оплата труда: от 350 000 до 500 000 тенге

Полный рабочий день, постоянная работа, нормальные условия труда

Информация о вакансии

Регион	Атырауская область / г. Атырау
Должностные обязанности	<p>Job Accountabilities:</p> <ul style="list-style-type: none"> · Coordinate assistance to the directorate contract holders with identification of future contract requirements, preparation of long term procurement outlook, contract strategy in conjunction with Contracting & Procurement experts; support with re-presentation of the related items at Contract Boards · Lead pre-award contract holder support activities in the directorate such as raising contract requisition forms and monitoring its approval process; drafting submissions and re-presenting them at Contract Boards; compilation of documentation package for new tenders or contract amendments including but not limited to scopes of work, company estimates, single/sole source justifications, tender lists, instructions for tenderers, technical evaluation plans/criteria etc. · Coordinate raising vendor pre-qualification requests as well as submission of vendor (contractor) performance feedback · Arrange support to contract holders for the purposes of ensuring compliance of all necessary contract activities with contract terms & conditions by monitoring key deliverables, milestones, KPIs and schedule, if required; arranging regular contract management meetings; attending to contract progress meetings; participating in business performance reviews · Supervise timely collection of full package of documentation required to be provided by contractors under the contract terms, including but not limited to insurance certificates and bank guarantees, tax residence certificates in case of non- resident contractors, reconciliation acts, local content reports, contractor HSSE management plans etc. · Coordinate preparation of/consolidate various contract related data including: contract progress reports, Major Contracts performance reports, explanations on expiring contracts, withholding tax checklists, audit requested information etc. · Act as the directorate focal point on contract related finance issues in order to monitor expenditures, including: compiling documentation on actual quantity of received services/goods for creating SAP service entry/goods receipt transactions by SPU; preparation of monthly value of work done for accruals assessment; verification of invoices on their compliance with contract terms; running monthly open service entry reports; preparation of cash calls etc. · Manage support with non-routine contract management issues such as changes to contracts (raising variation orders, initiating amendments); monitoring issue of notices of suspension/cancellation/termination; compliance with liquidated damages/penalties; timely reporting of non-compliances and addressing them to responsible units; reviewing claims; raising low value trading house requests if there is lack of coverage of required services/materials under the contract scope; leading contract close-out work etc. · Work closely with Contracting & Procurement, Cost Control, Accounts Payable, Tax, Local Content Development, HSSE etc. to coordinate provision of relevant services and to ensure any issues/concerns are identified and managed

- Be focal point for continuous improvement of pre- and post-award contract management process within the directorate: arrange periodic surveys amongst contract holders and contract holder support advisors; document and analyse raised issues and lessons learnt; trigger discussions with CP and other SMEs, suggest / consider/ implement efficient solutions
 - Ensure records are properly maintained in the appropriate systems and reports
 - Coach and mentor less experienced and newly joined colleagues in the area using a collaborative approach, monitor their development results and keep Line Manager informed on progress, problems and required support
 - Promote a culture of effective team work, high performance and continuous improvement
- Other works as assigned.
- Qualification & Experience Requirements:
- University degree, finance or legal are preferable
 - 6+ years of work experience in finance or contracting and procurement or contract holding / administration areas
 - Strong knowledge of contracting and procurement area
- Working knowledge of SAP contract owner and holder menus is mandatory.
- CV send marat.i@kpop.kz

Количество вакансий 1

Требования к соискателю

Стаж по специальности 6 лет

Профессиональные навыки консультация юриста;

Уровень образования высшее

Знание языков 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 көшесі 62 501a