



**Советник общественной организации
Contracts Holder Support Advisor**

**Государственная служба, некоммерческие организации /
Государственная служба**

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"> · Assist Contract Holder in identification of future Contracts requirements, raise Long Term Procurement Outlook (LTPO) creation request · Assist Contract Holder in preparation of Contract strategy, together with CP and in support of Contract Holder participate at Contract Strategy workshop, support Contract Holder in representing Contract Strategy at respective Contracts Board · Raise Contract Requisition Forms and monitor Requisition approval process, assist Contract Holder in drafting Contracts Board Submissions in a timely and complete manner and help to represent them at respective Contracts Board · Assist in compilation of appropriate documentation package for either Contract Amendments or New Tender processes, including scope of work, company estimates, bid lists, instructions to tenderers , technical evaluation criteria etc. · Raise Vendor Pre-qualification requests and submit of Vendor feedback reports · Review and verify Contractor's invoices on their compliance with contract requirements · In support of Contract Holder Prepare monthly Value of Work Done (VOWD) numbers to enable accurate assessment of accruals · Assist Contract Holder in administering changes and variation orders, and reviewing claims in collaboration with CP function · Assist Contract Holder in ensuring Contractor compliance with Contract Terms & Conditions, Scope of Work / Services by monitoring key deliverables, milestones, KPI's and Project Schedule. · Perform post award contract administration activities including and not limited to supporting Contract Holder in liaising with contractors to specify requirement, issue requests for services, evaluate quotes provided, analyse of balance of value to complete work, keeping routine/Add Hoc correspondence, minute meetings, etc. · Liaise with Contracts and Procurement, Legal, Finance, Tax and Cost Engineering and Project Engineers to support a smooth and effective contract implementation, administration and management process · Be accountable for running of the reports: Local content Report, Contractors' performance Feedback reports, etc. · Provide all the necessary support documentation to certify the actual quantity of services and/or goods received by Company to SPU team enabling them to create Service Entry/Goods receipt transactions in SAP BLP; · Assist CP with performing Contract 'Close Out', document Lessons Learned <p>Level II:</p> <ul style="list-style-type: none"> · 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. <p>Qualification & Experience Requirements: Level II:</p> <ul style="list-style-type: none"> - Bachelor degree in business administration or finance related

field

- 3 years of experience in Contract Support or other relevant fields
- Experience in administration of contracts or other C&P/Finance activities

- Knowledge of Contracts and Procurement Procedures.

Required Competences:

- Complete allocated tasks, within required timeframes and compliant with set procedures
- Works under direct guidance against established priorities and procedures
- Good analytical and organizational skills
- Contract planning, procedures and administration competencies to implement contract strategies in a rapidly evolving context.

- Practical knowledge of PC applications such as Windows, MS Office and SAP

Good written and verbal communication skills in English, Kazakh, Russian.

Atyrau 5/2

CV Send marat.i@kpop.kz

Количество вакансий 1

Требования к соискателю

Стаж по специальности	3 года
Профессиональные навыки	административные и управленческие задачи в контексте социальной работы;
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	TOO «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 501а