

Job Description

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| Position: | Senior Subcontracts Engineer |
| Grade: | 7 |
| Department: | Subcontract dept. |
| Location | <ul style="list-style-type: none">• Project Site office - RLIC |
| Reports to | <ul style="list-style-type: none">• Head of Subcontracts Admin |
| Qualifications/Experience: | <ul style="list-style-type: none">• The candidate should be an Engineering graduate with 10 to 12 years' experience in Oil & Gas Maintenance, Shutdown, onshore and offshore Construction and EPIC projects. He needs to be aware of accounting and finance principles. |
| <u>Language:</u> | <ul style="list-style-type: none">• English is Official language. Should be able to speak thoroughly and write business communications in English, speaking Arabic and other languages will be added advantage. |
| <u>Computer Literacy:</u> | <ul style="list-style-type: none">• To perform this job successfully, an individual should have knowledge of Database software; MS Office, Internet software; ERP Order processing systems. |
| Overview: | <ul style="list-style-type: none">• Management and negotiation of contract terms and providing contractual and commercial support to Operations and other departments within the Company.• Strong leadership, negotiation, communication, and interpersonal skills.• Implementation of Strategic companies' policies.• Ability to work continuous and long working hour in office and worksites in multicultural environment.• Balances team and individual responsibilities; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.• Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments. |
| Primary functions: | <ul style="list-style-type: none">• Able to determine necessary subcontract pre-qualification requirements, assess subcontractor submissions, negotiate the contract price and terms & conditions, and administer subcontracts.• Review tender documentation e.g. contract conditions, technical specifications, Bill of Quantities, and determine requirements to provide effective technical support relating to measurements and/or contractual issues.• Knowledge in offshore related subcontract terms and conditions and Bimco contract.• Negotiation of contract terms and providing contractual and commercial support to other departments within the Company.• Able to draft Subcontract Agreements ensuring the key terms and conditions and associated obligations of the Main Contract [contracts with clients] are adequately reflected. |

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- Subcontract administration, monitoring of progress of relevant Subcontract including the assessment of variations, referring the progress claims to management for approval, referring the disputed issues to management for determination and conclusion of dispute.
 - Advise Planning, Project Manager, and Operations about contractual rights and obligations associated with the subcontract agreements.
 - Provide comprehensive guidance and advice to assigned section, reviewing relevant correspondence, and advising on appropriate courses of action to ensure Company's interests are protected, and profitability is optimized.
 - Establish and maintain communication channels with relevant project/ section to ensure that planned scope of work corresponds with contractual requirements, identifying work outside the scope of contract, if any.
 - Initiate and prepare notices for contract compliances, and the needed responses against the Subcontractors' official correspondences by strictly abiding by the terms of the subcontract agreement and Company's interests.
 - Identify variations and advise relevant Section/ Project team, utilizing these variations for inclusion in scope of work to ensure protection of Company position.
 - Able to Interpret the terms of contracts and ensure Company's rights preserved and protected.
 - Management of all Subcontracts and liaising with client representatives as needed in liaison with company's project management, subcontractor representatives etc. Evaluate & monitor contract performance to determine necessity for amendments or extensions of contracts.
 - Co-ordinate and review the value of work done [VOWD] details submitted by Subcontractors checking in detail quantities for all work carried out, correct application of unit rates and prices as applicable based on the terms of the subcontract, and correctness of all calculations. Ensure all the Subcontractors submission are made along with all the adequate documents justifying their claims.
 - Evaluate performance of suppliers and sub-contractors to determine compliance with contractual obligations. Resolve issue arising from disputes or sub-standard performance.
 - Coordination with Company's Estimation/Proposals team for the review of bid preparation process from time to time.
 - Formulation, presentation, and negotiation of variations, claims and disputes.
 - Review and coordinate subcontract works to prepare variation orders, payment certificates and other validation claims that would be needed for submission to clients. Required to perform the necessary take-offs. Should Identify Extra works claim.
 - Must have sound knowledge in the contract terms and experience in dealing with the large volume of subcontract activities in general, and its subsequent administration.
 - Should have a good background in field experience and capable of preparing estimates and compile of quotations and evaluation of technical and commercial quotations.
 - Must know all kinds of subcontract activities that are generally needed in various kinds of shutdowns and Oil & Gas related projects with prime focus on safe execution of subcontracts, with quality of work fully compliant to the contract requirements.
 - Must be an excellent communicator and shall be fully aware of all the aspects involved in working with subcontracts.
 - Shall work in accordance with established procedure and standards.
 - Should have good commercial acumen and shall be capable of taking up assignments in all aspects of Subcontracts administration.
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