



POSITION DESCRIPTION

POSITION TITLE	: Contracts Manager/K3011
DEPARTMENT	: PMG
CLASSIFICATION APPROVED BY	: HRD
BAND	: 9

REPORTING RELATIONSHIPS

POSITION REPORTS TO	: PMG Manager
POSITIONS SUPERVISED	: 8-12

POSITION PURPOSE

Assisting PMG Manager in achieving departmental goals, responsible for the total coordination within the department and with all other concerned departments of KOJ trading. Job will include but not limited to providing analytical reports on KOJ as well as third party retail projects (New & renovated) with regards to Civil/MEP works as well as for shop fittings costs & efficiencies in addition to producing budgets for the same.

Assisting project costing & budgeting which includes proper tendering and appointing of contractors & project Management firms as deemed necessary and will clarify all invoicing with proper documentation for finance department & auditors.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- To analyze local construction market and evaluate Contracting organizations for approval.
- To establish reliable sources to supply goods and services; pre-qualify the contractors; draft scope of works; drafting of contractual agreements with vendors covering the scope of works and SLA's (services liability assurance); ensure the supply of products and services on time; plan for and schedule the delivery of goods and services required by the production sector and establish trends and averages of consumptions.
- Drive the contract negotiation process according to the requirements of the company and the professional team to ensure negotiations are concluded at an acceptable standard including a priced contract documentation package enabling the company and the chosen package contractors to complete works.
- Manage the requirements of the Project Team during the construction period.
- To develop procurement strategy for the projects in hand as well future projects and support in pricing the tenders through package contractors.
- Coordinate in developing the preliminary project master schedule.
- Review suitable Package Contractors and Project Management firms as deemed necessary through pre-qualification process, liaising and negotiation of all the packages of works to be undertaken by the chosen contractors.
- Monitor construction works through construction/site managers and Package Contractors; keep account of construction expenditures in coordination with the Commercial Department.
- Coordinate in Developing preliminary and detailed construction estimates and construction schedules.
- To develop with the Project Team the construction programs, methodology and resource.
- Review regularly with the Package Contractors the quality of the works and advise the project team accordingly.
- Compose routine correspondence, gather and compile reports, initiate and maintain a verity of files and records.
- Develop and maintain professional relationships with both internal and external businesses.
- Preparation of annual budget for the department in line with proposed expenditure.



- Build, implement, maintain, review, and optimize the procurement system and procedure, to improve communication with material planning and all MRP stakeholders; to ensure procurement process under fine control.

PERSONAL CHARACTERISTICS:

- Proactive
- Good communication skills
- Analytical
- Self motivated

PERFORMANCE MEASUREMENTS

- Establish and maintain adequate number of Package Contractors & Project management firms (PMF) as deemed necessary in various geographies.
- Ensuring on time deliveries of projects.
- Achieving through package contractors and PMF international standard finishes.
- Choose the offer that will result in the best value of the client
- Negotiate favorable terms and make revisions to the contract
- Apply adequate rules of contract interpretation in project disputes
- Administer contracts appropriately and know when and how to terminate before or upon completion
- Identifying threats and opportunities and weigh their relative value in the projects
- Identifying Pre/Post contract components and understand the process from start to finish.

QUALIFICATIONS\REQUIREMENTS:

- Bachelor's degree in Business Administration or Contracts Administration or Accounts or Quantity Surveying or any discipline of engineering preferably Civil/Architectural engineering.
- Impeccable English –spoken and written
- At least 7-10 years related experience
- Proficient with writing reports, business correspondence and procedure manuals

COMPETENCY REQUIREMENTS

The following are the key competencies that will be required to complete this job effectively. Along side each competency is the Level at which it is expected to be demonstrated

(Refer to KOJ Competency Dictionary for a detailed breakdown of your competency requirements)

- Managing Change
- Drive for Results
- Managing Relationships
- Strategic Thinking
- Developing others

Department Head:.....

Employee: