

Contract Manager

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Company: TotalEnergies

Location: United Arab Emirates

Category: healthcare-practitioners-and-technical

Profil du candidat

Education, experience, and other criteria that the employee should possess: •Degree in Engineering and/or Law. •Minimum 10 years of experience working with large complex projects in Energy, Oil & Gas industry. •Professional Certification and/or relevant experience in Contracts Management. •A collaborative, solutions-oriented approach and strong communication skills. •Ability to dive into the details of non-contractual matters such as engineering, cost control, planning and construction. •Team player, yet able to work independently and duly manage his/her workload and priorities. •Fluency in English

Activités

For the project(s) he/she will be assigned to, working closely with the project development and execution teams and under the leadership of the Project Execution Manager, the Contract Manager: During project development phase: •Leads and manages all contractual aspects of the PPA (Power Purchase Agreement), if already in place, including notifications, formal communications and commercial/contractual claims. •Supports the legal team in the preparation of the EPC contract, the Owner's Engineer Service Agreement, the Interconnection Agreement and other project agreements including annexes and formats. •Support the legal team in the analysis of the comments made by the EPC bidders to the contract draft and provides recommendations. •Ensure the contract preparation planning is respected to meet the mains project milestones. During project execution phase: •Leads and manages all contractual aspects of the PPA, the EPC Contract(s) and all the other construction/services agreements, including notifications, formal communications, variation

orders, commercial/contractual claims, negotiation of LDs and claims, risk assessments, etc....

For that purpose, he/she is fully aware of the Power Purchase Agreement, the EPC Contracts, the Interconnection agreement, the Owner's Engineer Service Agreement, the O&M Agreement and the various Project Agreements and manage the stakeholders effectively in line with the contracts.

- Is effective in responding to the correspondences from various counter parties and ensure the interests of TotalEnergies and the Owner/Project Company are protected.
- Ensures that the actions of the EPC Contractor are in line with its contractual responsibilities.
- Evaluates the legitimacy of any claim and performs a regular review of the claim strategy with the PEM.
- Actively monitors the project progress in line with the contract schedule and ensure the parties adhere to the program.
- Works closely with the construction supervisory team and the Site/Construction Manager, and interfaces with senior management team, finance and legal personnel to meet overall project deliverables.
- Establishes procedures for the awarding and administration of any project contracts.
- Establishes together with Owner's Engineer and finance the procedure for contractors' payment application verification and invoice approval.
- Understands and prepares together with finance the invoicing procedure under the PPA and, when applicable, works closely with the consultant in the implementation of the Plant Accounting and Settlement System (billing system).
- Monitors and manages the Company's various registration documents, certifications, construction permits, project related permits, NOCs and work actively to ensure timely renewals.
- Formalizes the lessons learned and best practices during the execution of the project and supports the PEM in the restitution of such lessons learned at the end of the project.

Contexte et environnement

- Accountable for effective management of project agreements and documents during the execution of the project, including successful negotiation of claims and variation orders.
- Ensures coordination with all the areas and all the stakeholders of the project, and demonstrates high cultural sensitivity and awareness when dealing with diverse stakeholders.
- Working within a dynamic, fast-paced project environment, demonstrates adaptability and quick decision-making.
- Based in Dubai, regular trips to the construction site and site-assignments of different durations will be necessary (once per month and up to two or three per month when needed).

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