

## Deputy Manager - Subcontracts

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Company: Petrofac

Location: sharjah

Category: other-general

Petrofac is a leading international service provider to the energy industry, with a diverse client portfolio including many of the world's leading energy companies. We design, build, manage and maintain infrastructure for our clients. We recruit, reward, and develop our people based on merit regardless of race, nationality, religion, gender, age, sexual orientation, marital status or disability. We value our people and treat everyone who works for or with Petrofac fairly and without discrimination. The world is re-thinking its energy supply and energy security needs, planning for a phased transition to alternative energy sources. We are here to help our clients meet these evolving energy needs. This is an exciting time to join us on this journey. We support flexible working requests and have adopted a hybrid approach for most of our office-based roles. We ask employees to be present in the office at least three days per week. Are you ready to bring the right energy to Petrofac and help us deliver a better future for everyone? **JOB TITLE: Deputy Manager - Subcontracts** **KEY**

**RESPONSIBILITIES:** Depending upon the assignment Dy Manager / Manager Subcontracts will be managing Proposals/Project Award at home office or Post Award Subcontract Management on Project sites. **S**Complete understanding of Functional Procedures and Forms in Departmental Quality Management system. **S**Strong initiative to digitalize processes and operate on company portal and platforms like SCMS (Subcontracts Construction Management System), Compliance & Financial Due diligence platforms, Company ERP system, Site Admin Work-book packages. **S**Fully aligned with the Subcontracts leadership w.r.t Subcontracting strategy, Functional Subcontracting procedures and process compliance, Quality Assurance, team selection & building and departmental/functional KPIs and milestones. **S**With

the support for allocated team the oversee functional assurance and implementation of Company and Department procedures and processes. SManage and guide team on all aspects of proposals estimates, awards post award commercial matters emphasizing on strategy formulation/negotiation productivity, bench marking prices, Change management principles, Claims analysis and management. SProactively work with each project to understand current commercial issues and provide guidance and direction on commercial matters to achieve a satisfactory resolution of all issues. SParticipate and lead where applicable in the Risk and Opportunity review process including, identification, mitigation and management of contractual/legal risks. SManage subcontract life cycle activities with allocated resources, systems and tools. SEffectively lead, train and mentor the allocated team and manage all interfaces with other departments. SDevelopment and maintenance of Departmental data bases. SMaintain and periodically update departmental QMS documents. SEffective deployment of SCMS (Subcontracts Construction Management System). SComplete adherence to company Compliance & Financial Due diligence requirements, ERP systems, Site Admin work-book packages and interfaces with other disciplines for inputs etc. SUnderstanding and compliance with Company stipulated Delegation of Authority Matrix. SUnderstanding and ensuring implementation of required Company Quality Assurance and HSE parameters in ITT and Subcontracts Agreements. SProposal stage activities to ensure a competitive Construction cost estimate and / or Award stage activities to ensure Awards within budgets. SPost award administration activities to manage completion of subcontracts within final forecast at completions from kick off meeting to Close-outs. SClaims analysis/ management /strategy formulation/negotiation. SLeadership and engagement in Administration of Subcontracts on key aspects like Change management and extension of time, Claims and Dispute management. SEngagement in Risk review process at various stages of subcontracts life cycle and contribute based on experience and ensure company Risk mitigation measures are implemented through Subcontract agreements and Post award administration activities. SEnsure adherence with procedures and promote continuous improvement for company's best practices, during entire life cycle of subcontracting activities. SInterface and engagement with other disciplines to successfully facilitate availability of information to the team for ITB inputs.

**ESSENTIAL QUALIFICATIONS AND SKILLS:** SGraduate or Masters university degree in Engineering or Business Administration/ Contracts Management. SExperience in Proposal tendering and finalization of Subcontracts, and post award administration and management of Subcontractors. SHave

experience in international markets relevant to the particular field of employment, particularly in the UAE/GCC markets. SExposure / Experience of Onshore Project Site Construction is preferable. SExposure / Experience of Offshore Industry, Modularization will be an advantage. SDispute resolution and claim management experience preferable. SAble to build and maintain effective working relationships with Subcontractors, Partners and Company staff. SPossess good project management and time management skills. SMust be able to inspire and motivate people to drive the business forward and achieve Company goals. SHas good organizational skills and, particularly, spatial judgement and wider spectrum for details. SStrong and humane interpersonal skills. SMust communicate proficiently and professionally in spoken and written English. SMust be proficient with Microsoft Office operating system. Proficiency in other languages e.g. French/ Italian/ Arabic will be an advantage. #LI-BS1 Additional Information Previous Job Searches My Profile Create and manage profiles for future opportunities.

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