

# United Arab Emirates Jobs Expertini®

## Sr. Contract Specialist

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Company: Abu Dhabi Ports Group

Location: united arab emirates

Category: other-general

To be responsible for pre-award and post-award contracts management activities in relation to contracts. Responsibilities To coordinate with the End Users in the development of yearly procurement plans Prepare Request for Expression of Interest and/or Pre-qualification to the potential bidders, assist in evaluation of responses and prepare Bidders Lists Examine scope of work and other information provided by End Users and/or consultants for completeness and consistency Prepare comprehensive ITT packages using standard forms and coordinate issuance to approved bidders Coordinate pretender meetings and site visits with bidders, as required Prepare all correspondence to bidders during the bidding period with necessary input from End User, where required Perform evaluation of unpriced commercial aspects of the technical bid and evaluation of commercial bid Prepare recommendation for award and Letter of Award Maintain computerized or manual records (contract logs and contract files) Negotiate terms and conditions and formulate contract document(s) conforming agreed changes to the ITT package Perform contract administration activities - bank guarantees, insurances, invoices, etc. Provide contractual advice to End Users and prepare contractual correspondence Review and evaluate variations and claims, prepare recommendations for approval of management and prepare contract amendments, as required Qualifications Bachelor's Degree in Engineering, Quantity Surveying or Business Administration

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