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| JOB POSITION | **:** | Contract Engineer |
| **REPORTING TO** | **:** | Deputy Section Manager |
| **DIVISION** | **:** | A & A (Procurement Section) |

A. Requirement

**Education Level**: Minimum qualification required:

* University or higher
* Engineering background (Mechanical, technical….)
* Contract Management Certificate (FIDIC, MCIPS or Equivalent) is preferable but not mandatory

**Work experience**:

* Minimum 5 years working experience in refinery or industrial
* Familiar with Incoterm 2000/2010, experience in import/export
* Experience of SAP contract management and spend analysis. Experience in SAP Ariba is preferable
* Experience in end to end contract management from Pre-award to contract close out.
* Contract Development and Bidding Qualification
* Contractor and sub-contractor management experience.

**Skill:**

* Communication – Ability to communicate clearly and effectively with excellent presentation skill
* Initiative – Ability to actively influence events rather than passively accept them; Ability to see opportunities and to act on them
* Relationship building and networking – Initiate contact at work with user department, suppliers and counterpart outside organisation
* Negotiation – Has self-control and able to persuade vendor/supplier in commercial strategic negotiation
* Corporate Representation **–** enthusiasm and ability to lead and to project a positive and professional image of NSRP with all contacts and stakeholders at all times.
* Very Good in English communication

**Competencies:**

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| |  |  |  | | --- | --- | --- | | **Competency** | **common** | **in particular** | | Achievement orientation \* |  | ✔ | | Challenge \* |  | ✔ | | Inter-personnel \* |  | ✔ | | Professional skill, Knowledge \* |  | ✔ | | Decision-making, Judgment \* |  | ✔ | | Planning, Creativity \* |  | ✔ | | Negotiation \* |  | ✔ | | Development others \* |  | ✔ |   \* Definition is described in “Competency reference of NSRP Performance Appraisal. |

B. Purpose

Contract Engineer who is a critical position in Procurement Section has responsibility for ensuring timely and properly organizing and coordinating contracting activities in order that Procurement Section meets department KPIs approved by the Management and the Annual Plans.

**C. Responsibilities**

Under the direct management of Contract Lead, the Contract Engineer is responsible for successful implementation of followings:

* Ensure that all contract activities/bidding packages are conducted properly and timely as the approved contract strategy.
* Coordinate with other company’s User departments in order to ensure building a strong contracting strategy and that the bidding schedules are met.
* Ensure that contract activities undertaken meet Vietnamese regulations, NSRP contracting procedures and policies.
* Ensure proper selection of bidders list and extensive negotiation, timely issuance of bid document, through evaluation and recommendation to appropriate approvals.
* Ensure the coordination with user department, legal advisor for preparing, reviewing of Invitation to Bid, tender document, contract term and condition, scope of work, technical specification and finalizing the contracts.
* Ensure all contractual documents are submitted by the contractor in accordance with the contract.
* Supervise the expediting work for ensuring timely delivery of materials and equipment, and / or timely completion of services.
* Supervise and ensure the availability of services, materials and equipment that meet the schedule, budget, specification, and quality as required by users.
* Supervise and ensure that year to year vendors/suppliers and contracts performance evaluation/feedback is provided timely and accurately to meet contracts KPI and goals.
* Supervise and ensure that advice and training is provided to other employees on contract policies and procedures.
* Ensure that all contracts reports are generated timely as required.
* Other tasked assigned by Managers

**D. Accountability/Duty**

To achieve the followings through the above responsibility

* To achieve personal KPI through department KPI (when applicable)
* To ensure timely and accurate contracts activities
* To supervise and monitor the performance of contractors
* To supervise and ensure the integrity of purchasing and contracting function and company image is maintained.
* To supervise and ensure proper expediting work.
* To supervise and ensure proper advice and training to other employees on contract policies and procedures.

**E. Latitude for Actions or Decisions**

F. Supervisory Responsibility

Direct Supervises:

Total Staff Supervised direct: to be confirmed

Total Staff supervised indirect: to be confirmed

**G. Agreement**

Agreed by Job Holder:

Agreed by Department Manager:

Approved by HR&T manager: