**Job Responsibilities:**

Contract Officer is a critical position in Procurement Department responsible for ensuring timely and properly performing the end-to-end contracting activities in accordance with NSRP’s Financial and Procurement Procedure.

The minimum requirement as below:

* Build the Contracting Strategy/Sourcing Strategy
* Conduct spends and demand analysis with close coordination with key internal stakeholders.
* Conduct market survey to identify market dynamics, supplier pools and opportunity to develop contracting and sourcing strategy.
* Identify value opportunity in close collaboration with stakeholders and suppliers in terms demand, specification, scope of work/services, focus on cost instead of price, innovation etc.
* Work closely with the supplier management team to select the qualified suppliers
* Support the Cost Estimation and Validation (where requires)
* Build cost models.
* Finalise the Bidding documents for review and sharing to the market.
* Jointly support the evaluation finalization
* Prepare for and manage effective negotiations
* Finalise the Awarding Proposal for approval
* Prepare and finalise the contractual documents with finance and legal departments before signature
* Document and information keeping
* Handle Post-Award Issues with Contractors and Business Stakeholders includes but not limited to expediting activities to ensure the on-time deliverables
* Be responsible for Cross-functional contract administration activities including but not limited to payment, Variation process and disputes.
* Manage supplier performance and service providers and drive overall performance in terms of quality, cost, and delivery across supply chain, optimizing costs whilst ensuring continuity of supply.
* Manage Post Award Contract Management that includes contract performance review, supplier site performance audits etc.
* Coordinate the contract close out and/or renewal process.

**Requirements:**

* Bachelor’s degree holder in Supply Chain/Business Administration, preferred Master’s degree in supply chain field from reputable university

Professional Contract Management Certificate (FIDIC, CIPS or Equivalent) is preferred

* Minimum 3-5 years working experience in Oil & Gas (Preferred), manufacturing and industrial business, or other similar industries in **international** organizations
* Experienced in end-to-end pre &post-Award Contract Management

***Skill:***

* Good knowledge of Procurement best practices with strong understanding related to procurement tactics and compliance.
* Experienced in Commercial terms and conditions
* Good communication skills and stakeholder managements
* Able to work independently, taking initiative and bringing forward insights and recommendations.
* Strong analytical and negotiation skills
* Good commercial acumen and knowledge of procurement processes (Procure to Pay) preferred if with Oil and Gas industry technical know-how.
* Good projects and Total Cost of Ownerships (TCO) managements
* Solid understanding of Vietnamese law and regulations and international business principles
* Experience of SAP and Ariba (Preferred)
* Good command of English Language (A Must)