

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CC-807-2022
Company Name	Confidential
Industry	
Vacancy	Senior Contracts Formation Specialist
Number of vacancies for that position	
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	FT
Major(s)	Law with an experience in an engineering company
Degree	Bachelor degree
Years of Experience	At least 5 years with an excellent GPA
Location	Saudi Arabia, Jeddah
Remuneration & Benefits	To be discussed
Currency (LBP, Dollar, Lollar)	
Tasks & Responsibilities	<ul style="list-style-type: none"> • Supervises assigned personnel in the formation, award and administration of project contract commitments through established policies and procedures. Undertakes formation and administration of commitments when required by workload, complexity or other factors. • Conducts annual reviews of assigned subordinates. • Indoctrinates all newly assigned contracts personnel to the requirements and procedures of the project and client. Monitors personnel to ensure they receive appropriate training and development to satisfy job performance criteria and company personnel development objectives. • Supervises preparation and maintenance of project bidder lists, ensuring supporting input is received from all contract's functions and other functional groups.

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- Supervises preparation of bid request packages, addenda and other bid cycle correspondence to ensure proper format, content and project requirements are met.
- Reviews bid tabulations for accuracy, bidder recommendation, completeness, and approves selection of suppliers within delegated approval authority. Ensures all commitments made by subordinate personnel are accurately presented and follow established approval and signing authorities contained in company policies and procedures. Reviews and recommends bid selections that require higher approval authority. Executes commitments within delegated signing authority.
- Communicates with Engineering and Construction supervision to assist, guide and plan the processing of service requisitions for all project contracts.
- Develops project contracts operating procedures for review by designated supervisor and inclusion into the project contract procedures.
- Develops and coordinates project work-hour estimates for the contracts function. Monitors project work and the expenditure of work-hours within approved budgets.
- Develops and coordinates the contracts personnel staffing plan to ensure staffing levels support project workload and contract personnel are added and released in an orderly manner.
- Reviews prime contract between client and makes recommendations to Contracts Manager to ensure appropriate provisions are reflected in the general, special, and pricing

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conditions of the master contracts forms.

- Develops, monitors, and maintains project master contracts forms, including legal and commercial terms and conditions to be included in the project contracts documents.
- Directs negotiations and prepares proposed negotiating plan in the commitment and resolution of commercial conditions of contracts when such action is agreed as necessary by the designated supervisor.
- Ensures that project contracting of goods and services is consistent with established directives, management instructions and contract procedures.