

CONTRACTS MANAGERS / ADMINISTRATORS

Description

A number of Contracts Managers / Administrators are still urgently required to join the high profile Saudi Railway (SAR) Project headquartered in Riyadh. Successful candidates will be employed by the Railway Project Management Company (RPMC) of the Implementation Supervision Consultant (ISC) and will, after a period in Riyadh, be assigned to a specific Contract within the Project area. The Project covers the northern half of the Kingdom, and ISC is responsible for supervising the implementation of the entire SAR Project.

The Project consists of 2,400 km of permanent way, depots / maintenance facilities, trackside facilities, stations, signalling and telecommunications work, procurement of rolling stock and operation of the railway, including training. As of October 2008, two earthworks only contracts are already underway, three civil and trackwork contracts have already started, with another three yet to commence. A number of buildings / facilities / depots contract packages, and S&T and rolling stock packages, have yet to be produced or have not yet been awarded.

The Contracts Managers / Administrators will be engaged on post-contract work on the earthworks and civil and trackwork contracts.

Contracts of Employment will be renewable annually.

Remuneration, etc., package is attractive – details will be provided on request.

Job Overview

The Contracts Manager / Administrator will be assigned to the Site of, generally speaking, one contract only and will be stationed there, reporting to the Construction Manager. He will be responsible for overseeing and administering all aspects of post-contract work on said particular contract.

Duties and Responsibilities

- Generally – to ensure that all of the Employer's rights and entitlements under the contract are fully maintained.
- Prepare and issue letters / notifications / etc., to ensure that the objectives in item 1 are fully met, including notification to the Contractor of his defaults.
- Explain contractual ambiguities.
- Assist in the preparation of the IPC each month (others will take measurements, etc.).
- Generate and maintain documentation / logs regarding ordered variations, for ultimate reporting to the Employer. Negotiate and settle ordered variations. Similar for items of value engineering sponsored by the Contractor.
- Prepare counter-arguments to Contractors claims. Negotiate and settle claims.
- Identify contractual problems and suggest appropriate action to ensure a satisfactory resolution. Track and follow-up on problems hindering resolution.

- Perform other tasks associated with the post of Contracts Manager / Administrator as may be appropriate.
- Prepare and issue reports as necessary.
- Provide necessary input to other departments in the fulfillment of their duties.

Job Qualifications

- 15 years of (main) contract administration experience on multi-million dollar construction projects.
- Experience of large earthworks and railway projects, and experience of civil works.
- Membership of RICS or equivalent / ICE or equivalent.
- B. Sc. in Building Economics or equivalent / B. Sc. in Civil Engineering.
- Knowledge of standard industry business practices.
- Knowledge of FIDIC 1999 “Red Book”.
- Native English speaker, having fluent reading, writing and speaking abilities.
- Ability to communicate and work with others to meet deadlines in a high-pressure environment.
- Self-motivation.
- Experience of working with senior project management personnel and clients (up to ministry level).
- Good all-round knowledge of MS Office 2003 / 2007 and an understanding of Primavera / PMIS software.
- Ability to work in remote areas.

Candidates are requested to provide a comprehensive CV, with salary expectations, with their applications.