

## Job Description

Job Title:	<b>Assistant Contracts Officer</b>
Job Location:	Erbil, Kurdistan

Report to:	Supply Chain Manager Kurdistan, Contracts and Procurement Manager (Production & Infrastructure)
Direct reports:	Nil
Key interactions:	Contract Engineers, Contracts Officers, HSE Mgr, Production Management, Finance and Legal Departments, Dubai SCM. Contractors and suppliers.

### Key Responsibilities:

The following key is used in this section:

- (A) – position requires an awareness of what is required**
- (K) – position requires that knowledge is required to fulfil this aspect of the role**
- (S) – position requires a skill in being able to fulfil this aspect of the role**

- Responsible for development, compilation and delivery of Requests for Quotation, attend tender openings and conduct evaluation of bids received, including placement of Service Orders, and low value contracts, in compliance with C&P procedures, and at best price and delivery terms. **(S)**
- Responsible for issuing all call-offs covering Framework Agreements
- Conduct due diligence on prospective and current contractors and suppliers, in accordance with policies
- Review specifications and scopes of work and technical evaluation criteria and advise Contract Holders of any amendments required from supply chain perspective; **(A)**
- Support contract management activities to ensure effective contracts administration and performance management of awarded orders and contracts. **(K)**
- Ensure that Contractor provides up-to-date copies of Insurance Certificates and Guarantees in accordance with the contract terms. **(A)**
- Ensure that development and use of local contractors is given preference when considering contract award. **(K)**
- Safeguard a high level of compliance with anti-bribery, anti-corruption and money laundering policies **(A)**
- Carry out Epicor transactions to create and update contract records, Call-offs, SOs and POs. **(S)**
- Obtain information from Contract Holder and record Contractor performance: progress to date, quality of services, progress measurements as per contract KPI's, cost and schedule controls; **(S)**
- Oversee administration of Contracts / Service orders through to close out **(K)**
- Provide support to Business Unit Teams in support of the contract management process, post-award contractual interpretation and administration matters **(K)**
- Verify that HSE requirements under the contracts are complied with; **(A)**
- Act as focal point for Contract Holder Maintain communication with line management and functional disciplines during contract execution; **(K)**
- Provide accurate input to contract and tender registers, reports and updates on activities; **(A)**

### Required Qualifications & Experience:

Minimum 3+ years relevant oil & gas contracting experience preferably with an IOC

The following academic qualifications are advantageous:

- Preferably to Degree level in a business, engineering, management, law or finance related subject.
- CIPS qualification preferred.

Broad understanding of legal and commercial issues  
Demonstrable skills & experience in procurement and / or contract engineering  
Awareness of supply chain processes and procedures;

**Key Attributes:**

- Formulating and evaluating responses to RFQs and low value/risk ITTs.
- Practical problem-solving ability and able to handle multiple tasks simultaneously.
- Commercial awareness and sound business acumen
- Good analytical skills
- English language and numeracy skills
- Good written and oral communication skills
- Able to work with Microsoft suite of applications and preferably hands on experience with ERP systems (such as Epicor)
- Working to the required timelines
- Collaborative with good communication and interpersonal skills;
- Takes initiative and judgement to attain the best results
- Ability to work in a culturally diverse environment
- Flexible and solution oriented with high personal integrity and attention to detail;
- Ability to handle delicate situations with integrity and trust;
- Demonstrates a personal commitment to Health, Safety and the Environment