

INTERNAL VACANCY

TENDERS AND CONTRACT OFFICER

COMPANY: Holding Company

DIVISION: Procurement and Contract Management

UNIT/DEPARTMENT: Tenders and Contracts

CATEGORY OF STAFF: Contract

JOB PURPOSE:

- The incumbent is required to co-ordinate and contribute to the review and evaluation of tenders and contracts, compilation of contracts. The incumbent will have oversight of all contract policies, procedures, processes and standards, compliance obligations of all contractors and contract activities of the Corporation in a manner that minimises risk and obtains the maximum benefits to the Corporation.oversight of all contract policies, procedures, processes and standards, compliance obligations of all contractors and contract activities of the Corporation in a manner that minimises risk and obtains the maximum benefits to the Corporation.

WORKING RELATIONSHIPS:

- Reports to the designated Manager/Supervisor.
- Works closely with the personnel of Legal Division, Estate Management Division, Project Development and Oversight Division, Construction Management and Operations Division, service providers, other internal and external stakeholders.

MAJOR DUTIES & RESPONSIBILITIES:

- Provides professional advice, expertise and practical assistance to the Corporation and other stakeholders.
- Leads in maintaining and monitoring all contractual records, including all documentation related to contracts
- Coordinates the preparation and submission of Request for Proposals (RFPs) and other tender documents in compliance with legal and Corporation requirements.
- Leads in developing, implementing and monitoring the tendering and contract processes and policies in compliance with statutory controls, regulations and Corporation's requirements.
- Leads in developing tenders and bids for future work for the Corporation and to ensure all tender and contract development activities are in accordance with company procedures, technical work instructions, and legal requirements.
- Assists with the co-ordination of the tenders' process from the pre-qualification stage through to the final bid submission, award of contract and engagement close out, extension, and renewals of contracts.
- Works with the Risk Management Department to identify risks and implement mitigation measures.
- Assists with evaluating the establishment, implementation and maintenance of a contractor performance management system to assess indicators such as capability, quality and delivery.
- Assists in facilitating the evaluation of proposals and bids for submission to the Procurement and Disposal Advisory Committee.
- Liaises with internal and external stakeholders; as required.
- Performs any other related duties and responsibilities consistent with the job title/position.

REPORTING REQUIREMENTS:

- Assists with the preparation of
 - Monthly Reports
 - Annual Reports
 - Any other report that is determined to be required

QUALIFICATIONS AND EXPERIENCE:

- Bachelor's Degree in Business Management, Law; or equivalent qualification in a related discipline Bachelor of Law Degree from a recognised institution;
- Certification in Chartered Institute of Procurement and Supply (C.I.P.S): Level 4 Foundation Diploma in procurement management and or supply management training from a recognized institution will be an asset;
- Four (4) years' experience performing duties in tenders and contracts; or
- Equivalent combination of training and experience.

KNOWLEDGE AND SKILLS:

- Knowledge of the procurement laws and regulations governing the procurement of supplies, equipment, materials and services in the Public Service.
- Knowledge of procurement policies and procedures.
- Knowledge of the sources of supplies, equipment, materials and services, their availability and market prices and trends.
- Some knowledge of contract law and relevant procedures.
- Some knowledge of public procurement contracting and tendering principles.
- Some knowledge of the principles and procedures involved in financial management.
- Some knowledge of the RFX (Request for Proposals/Quotations/Information) generation process.
- Knowledge of administering FIDIC contracts.
- Some knowledge of Procurement and E-Tendering Software would be an asset.
- Ability to analyse and interpret laws and regulations.
- Ability to establish and maintain effective working relationships with colleagues and members of the public.
- Some negotiations skills.
- Ability to prepare and present reports.
- Problem-solving, time management, planning and organizational skills.
- Excellent communication skills (written, oral and interpersonal).
- Proficient in MS Office (Outlook, Word, Excel, PowerPoint).

PHYSICAL REQUIREMENTS:

- Prolonged periods sitting at a desk and working on a computer.

