


JOB DESCRIPTION			MNL/HRS/KLH/6001		
			ISSUE	REVISION	DATE
APPROVAL OFFICE	HRA	WAS	01	0	

Position Title:	Protégé, Contract Executive	Job Grade:	
Reporting To :	GM, Contract Management	Department:	Business Development Dept

A. JOB PURPOSE:

(Helps to define purpose of job)

Assist Contract Management team during Pre and Post Award phase through close engagement and collaboration with both internal stakeholders and external parties in ensuring Company's obligations under the respective Contracts are fulfilled with overall performance and delivery in compliance with the Contract requirements.

B. KEY RESPONSIBILITIES:


(Functions of positions – please provide 3 to 8 key accountabilities)

I. Pre-Award

1. Assist and review Invitation-To-Bid (ITB) document including Draft Contract Document to identify anomalies, qualifications and exceptions in a structured format to ensure company's commercial and contractual positions are protected and risks adequately mitigated.
2. Assist to prepare, review and submission of Contract qualifications / clarifications / ITB summary / Contract Execution Information and coordinate as necessary.
3. Assist to prepare and procure Management approval for the Project Term Sheet and other internal governance requirement.

II. Post-Award

1. Assist to prepare the required correspondences such as responses, notices, actions, acknowledgement, proposals, variations etc in a timely manner.
2. Assist to perform general administration of Client's Contract in a systematic and timely manner – filing (hardcopy and electronic), correspondences, notices, extensions, bank guarantee, insurance etc.
3. Assist to capture Contract essential details in a structured format for tracking and monitoring Contract performance including requirements such as Bank Guarantee, Performance Guarantee, Insurance and Extension as applicable.
4. Assist to prepare and finalise Contract Documents and Exhibits including interfacing with relevant internal stakeholders.
5. Assist to coordinate with Finance Department in the placement of Bank Guarantee and managing validity thereof.
6. Exercise pro-active management of Client Contract and alerting GM, Contract Management on potential issues with compliance and contractual obligations to protect company's rights under the Contract.
7. Assist in preparing resolution of contractual disputes and contentious issues, ensuring consistency with provisions under the respective Contracts to avoid or minimise negative impact to business.
8. Assist in preparing resolution Change /Variation Orders and Contract Amendment and Extension.
9. Assist in meetings with Clients:
 - a) Monthly Coordination Meeting
 - b) Kick-off Meeting
 - c) Ad-hoc meeting related to Contract Management
10. Assist in internal meetings
 - a) Base Manager Meeting
 - b) Management of Change Meeting (MOC)
 - c) SQAD Meeting
 - d) Ops Meeting

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- e) CMT Meeting
f) Any other meeting related to Contract Management
Assist to prepare Minutes of Meeting (MOM)

C. POSITION SPECIFICATIONS:

(Minimum requirement to competently perform the job, NOT the specifications of the person currently holding the position)

Academic qualifications & professional certificates	<i>Essential</i>	Bachelor Degree in Law from a reputable University
	<i>Preferred</i>	Law graduate
Experience exposure :	<i>Essential</i>	Fresh Grad or at least 1 year of working experience in a law firm.
	<i>Preferred</i>	Basic knowledge in the legal sector and/or contract management

D. COMPETENCIES:

Knowledge & skills required	<i>General</i>	Hands-on with MS Word, Excel & PowerPoint. Good command of the English language – both verbal & written. Effective communications skills. Organisation skills with the ability to prioritise tasks effectively.
	<i>Technical:</i>	Appreciation in terminology and basic knowledge of the oil and gas industry or aviation industry. Appreciation in legal terminology & Contract Law.
Personal Attributes		<ul style="list-style-type: none"> • Good interpersonal skills • Self-starter and independent • Analytical and methodical • Ability to work well under pressure and to balance competing demands • Ability to think quickly, problem solve, and make well-informed recommendation • Thorough and strong attention to detail

E. KEY CHALLENGES:

- Fast and accurate in reading, understanding and communicating Contract essentials
- Ability to multitask
- Meet strict deadlines
- Comprehensive contract review
- Long hours supporting domestic & international operations due to time difference

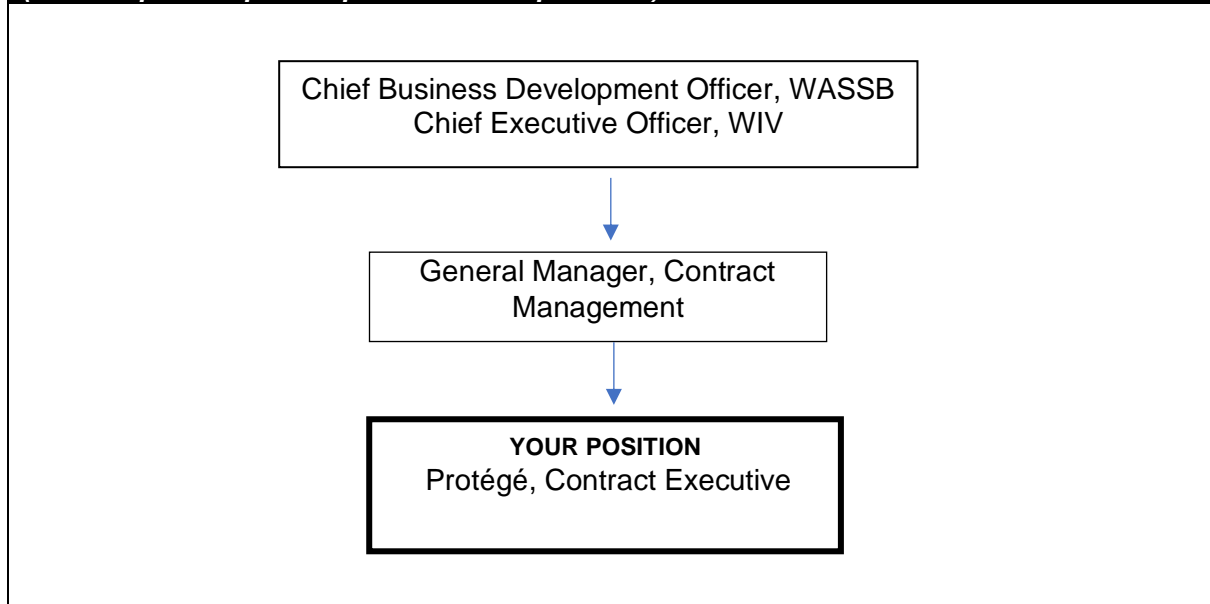
F. DIMENSIONS / AUTHORITY LIMITS:

(e.g.: CAPEX, OPEX, revenue / budget)

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G. REPORTING STRUCTURE :

(Direct report / superior / peers within department)



APPROVED BY:		ACCEPTED BY:	
Signature		Signature	
Name		Name	
Date		Date	