



Developing
Energy Resources

Discovering
New Talents

JOB ADVERT - NOVEMBER 2024

Contracts Engineer

Main Duties and Responsibilities

- Managing the contracting process for the Enabling Infrastructure (EI) packages comprising of multiple civil works and construction services contracts in coordination with the TILENGA team members, affiliate and group as required
- Administer the Call for tenders process for all Upstream and EI Contracts, and particularly:
 - Preparation and processing of Adverts to be published in Uganda (for local Call for tenders, when required)
 - Administration of the Prequalification process of potential Contractors and Suppliers
 - Preparation of the Tender documentation
 - Review / assessment of Contractual/Commercial "volumes" of the call for tender
 - Preparation of the Recommendation to award for Commercial & Contractual parts
 - Participates to the negotiation of the Contracts
 - Participates in debriefing sessions of unsuccessful pre-qualifiers / tenders as applicable
- Administer the Upstream and EI Project Contracts, and particularly:
 - Follows up the administration of contracts into the SAP systems for the Company from registration to final payments
 - Reviews and accepts Contract administration management documents prepared by Contractors & Vendors
 - Ensure consistency & adequacy of documents such as Performance Bonds, Bank Guarantees, Invoices, Insurance certificates, Sub-contracts, Confidentiality Undertakings ...
 - Preparation of official correspondence with Contractors
 - Attendance to monthly (/routine) meetings with Contractors as required
 - Assistance to the negotiation of Change Orders on contractual and commercial aspects
- Assists the Company Contract Representatives in the timely issuance of interim and final certificates.
- Be open to receive contractor/supplier representatives and proactively build and maintain relationships with contractors/suppliers in order to secure positive, constructive and cost effective commercial agreements for the Project.
- Participate in the establishment of Contract & Procurement Upstream Project internal procedures.
- Assist the team, with the support of TEPU, in complying with Ugandan Law on Procurement processes.

Qualifications & Experience

- BSc in Engineering Discipline, Quantity Surveying or BSc in other relevant discipline
- Qualified Contracts engineer with proven experience in Contracting processes and project services.
- 15+ years' practical, relevant and progressive experience in preparation, negotiation, monitoring of complex technical contracts in the onshore and offshore oil or petrochemical industries. International project experience.
- Knowledge and understanding of project services and contract processes including management, amendment & close out of contracts.
- Demonstrable general knowledge & understanding of project control, commercial, legal and insurance issues affecting the Company in general, and "in depth" understanding where relevant to contracts for works, goods & services.
- In depth knowledge and understanding of different means of contractor remuneration and their commercial implications, practical experience of their use.
- Basic understanding of the technical domain in which the Project operates.
- Good communication, managerial & organizational skills, capabilities to take workload & work under pressure, able to work in a multicultural environment.
- Take proper actions & decisions to respect targets, including reporting to his/her manager.
- Ability to adapt & to represent the Company in discussions / negotiations with Contractors.
- Ability and willingness to effectively and robustly challenge the views of contractors, suppliers and internal contact, and negotiate reasonable settlements whilst maintaining good relationships and sharing expertise and knowledge as appropriate.

All applications should be sent through the TotalEnergies EP Uganda careers website at <https://careers.totalenergies.com>.
ONLY APPLICATIONS RECEIVED ON THE STATED WEBSITE WILL BE CONSIDERED.

Deadline is 29th November 2024.
Short listing begins immediately, and only short-listed candidates will be contacted.

"Candidates applying for the advertised positions will be selected on merit. Any form of canvassing is strictly prohibited."

"Female candidates & persons with disabilities are highly encouraged to apply"
To know more about TotalEnergies EP Uganda, please visit our website <https://corporate.totalenergies.ug>.