

JOB DESCRIPTION	
ENTITY: EACOP PROJECT TEAM AND EACOP LTD	REF:
JOB TITLE	
EACOP – SENIOR CONTRACT ENGINEER	
POSITION IN THE ORGANIZATION	
REPORT TO: EACOP PROJECT CONSTRUCTION CONTRACT LEAD	
JOB LOCATION: Dar es Salaam - Tanzania	
MISSION AND JOB DIMENSION:	
<p>The Senior Contracts Engineer will work as a member of the construction team and report to the Contracts Lead with daily coordination with the construction management team. The Senior Contracts Engineer will attend project review meetings on a regular basis and be expected to provide detailed analysis and professional advice in relation to contentious matters on behalf of EACOP and provide accurate substantiation of contract management and status updates.</p> <p>The Job Holder is responsible for:</p> <ul style="list-style-type: none"> • Liaise with Contracts Lead to ensure the contract's related procedures are implemented. • Day to day contract administration, change management and claims quantification / processing (including reviewing contractor claims and building counter claims) • Contract schedule management and input into project changes impacting execution together with clarity of engineering / construction changes and remeasurement of Bills of Quantities in accordance with the contract. • Support the Contracts Lead in the implementation of the day-to-day contracts management tools for both reporting and tracking. • To provide the relevant inputs for the weekly/monthly Contracts/Change Order reports • Contribute to preparation, analysis, update and follow up of the C&P planning 	
ACTIVITIES:	
<p>Contract Administration</p> <ul style="list-style-type: none"> • To manage the awarded Contracts contractually and commercially and liaise actively with relevant technical specialists for the technical management of Contractors. • To manage the process associated with contractual and commercial changes (changes orders) according to Change Order Procedure and Delegation of Authorities in force, coordinate requests for technical changes and follow-up related approval process. • To participate, for the contracts in charge, in the development of Project Budget and subsequent revisions (as requested) according to actual expenditure versus planned budget, potential changes. • As a general manner, to manage all contractual and commercial activities related to Contracts he is in charge of, up to close-out, in the frame and with respect to procedural obligations as per Agreements with Uganda & Tanzanian Authorities, Decrees and Laws in force, Partners Agreement and in strict compliance of delegation of authorities and associated Contract and Procurement procedures. • Provide detailed analysis in relation to contentious matters on behalf of EACOP. • Drafting contractual narrative's and investigate reports in the defense of claim management. • Participate in the contracts team meetings (in alignment with Contracts Lead) to efficiently manage the contract and escalate any potential or actual issues, delays or commercial impacts which could adversely affect the successful completion of the contract. • Working with the support of the Contracts Lead and project team on dispute resolution for claims oversight and managing contracting interfaces professionally with non-confrontational behaviors to resolve contracting issues. • Coordinates with the construction teams for day-to-day administration of contracts. • Responsible for the timely preparation of legal and contractual documents such as Letters, Change Orders, Insurance Documents, Contractual Certificates, etc... • Reviews and assists in resolving and processing payment certificates, invoices, claims and back charges. • Performs other duties as assigned by the Contracts Lead / Senior Contracts Engineer. <p>Others</p> <ul style="list-style-type: none"> • To timely report to the Contracts Lead, assisting her/him, as required, in communication with Project Management, and highlighting progress and encountered areas of concern. • To ensure confidentiality of all the contractual and commercial documentation produced (whatever its support). • To have knowledge of EACOP Company Rules and Specifications (CR's/GS's), Project Procedures, etc. related to Contract and Procurement and their application to the Project. 	

- To adopt and demonstrate exemplary behavior with regard H3SE and H3SE rules implementation.
- To adopt and demonstrate exemplary behavior regarding ethics and project “code of conduct” policy.
- To participate to meetings with partners, authorities and other stakeholders as required.
- To carry out any other duties or tasks that may be required by the position.

CONTEXT AND ENVIRONMENT:

The EACOP project includes a 1445km 24in oil export pipeline, 8 above ground facilities, a green field marine terminal with an export jetty and a series of main line block valves and trace heating stations. 150km of feeder lines from Upstream facilities will tie-in to the EACOP project. The Pipeline project will be the largest privately led with Government participation transnational infrastructure project ever undertaken in East African region. The project overall tonnage is estimated at 500,000t of material and equipment.

Behind the numerous technical (the longest electrically heat traced pipeline in the world), environmental and social challenges faced by the project, Government of Uganda and Government of Tanzania agreed to develop EACOP project in a fast-track mode. The project is aiming at a Ready for Start-up (RFSU) schedule not later than 36 months after FID.

The context is complex with numerous stakeholders, environmental and societal / local content stakes, three partners, two involved countries new to oil development (Uganda and Tanzania), and the need for project development in accordance with IFC standards to secure the necessary financing.

In the current context of low oil price, the project needs to be developed with low CAPEX & OPEX to support the development economics and enable FID while maintaining the technical quality of the installations, with high H3SE requirements and focus.

ACCOUNTABILITY:

- Integrate all elements of the project pertaining to his activities with utmost respect for the environmental and societal situation, also ensuring contractual risk during execution phase are minimized and monitored.
- Ensuring highest level of contractual protection possible for Company on the contractual vis a vis the Contractor.
- Supporting and coordination EACOP project teams.

QUALIFICATIONS AND EXPERIENCES REQUIRED

- Degree qualified in Quantity Surveying, Law, Commercial or Engineering.
- Minimum 15 years of experience with at least 7 years in Oil & Gas Industry with excellent post contract administration experience with similar large-scale projects & environment.
- Technical Competencies: Broad Contracts and Project experience (both commercial and contractual). Comprehensive knowledge of the C&P process.
- Ability to work in a multi-cultural business environment.
- Good interpersonal and communication skills.
- English as mother tongue or Fluent in English (speaking and writing).