



Contracts Engineer

SCOPE

- All functions, duties and responsibilities of the **Contracts Engineer**

PURPOSE

To define the position of the incumbent.

POSITION

- Contracts Engineer

QUALIFICATIONS

- A tertiary 3-4-year Engineering diploma or degree or relevant discipline/industry.
- Registered or eligible for registration with SACMP.

EXPERIENCE/COMPETENCIES

- Minimum of 10 years' experience working in the Electrical Transmission & Distribution Industry is required.
- Minimum 5 years (of the 10 years) in a Project/Contracts Management position and delivery of Projects.

RESPONSIBILITIES/ACCOUNTABILITIES AS PART OF THE TRAINING

Contracts Management

- Ensure that signed contracts are communicated to all relevant parties to provide contract visibility and awareness, interpretation to support implementation.
- Responsible for post award activities including conducting kick-off meetings, coordinating all contract submittals and correspondence, preparation and processing of variation orders, claims and close-out.
- Implement the risk management process, review risk register and check risk controls.
- Maintain contractual records and documentation such as receipt and control of all contract correspondence, contract costs, outstanding purchase orders, order acknowledgements, GRN's customer contact information sheets, contractual changes, status reports and other documents for all projects/contracts.
- Liaise with other departments (Manufacturing, SHEQ, Field Services, Engineering) to ensure that where risks have been identified, appropriate course of action have been taken to ensure efficient & effective delivery of the contractual obligations.
- Monitor transaction compliance (milestones, deliverables, invoicing, etc.)
- Coordinate Project close-out procedures including manuals, warranties and As-built drawings.
- Prepare monthly reports for the Division's management monthly review meetings.

Project/Contract Financial Management

- Monthly accounts review and investigation of income Statement including allocations and expenses incurred vs budget on a contract
- Apply financial and budgetary controls so that maximum profit is received, whilst managing quality, safety and planning of the work.
- Promote Margin Improvement Opportunities and Cost Optimisation Initiatives.
- Ensure effective cash flow management by negotiating favourable payment terms with customer and by supporting with cash collection efforts.
- Management of corrective actions with regards to cost controls.
- Produce and analyse progress reports, updated costs and forecasts for the contracts.
- Ensure that contract risks and opportunities, mitigation plans and savings plans are properly calculated and disclosed at the contract reviews.

APPLY

Email your CV to: seja.kgwale@actom.co.za/ hve.hr@actom.co.za by no later than 12:00 on 23 January 2024