

ACTOM HIGH VOLTAGE EQUIPMENT	SUBJECT	DOCUMENT No.108B
	ACTIVITY PROFILE: CONTRACTS ENGINEER	REVISION No. 00
		WRITTEN BY: T.N.
		APPROVED AND DATED 30/03/2022

1.0 SCOPE

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

2.0 PURPOSE

To define the position of the incumbent.

3.0 POSITION

Contract Engineer - High Voltage Equipment

4.0 DEPARTMENT

Commercial Department

5.0 REPORTS TO

Reports to the Contracts Manager/Commercial Executive

6.0 ORGANOGRAM

Yes

7.0 QUALIFICATIONS

- A tertiary 3-4-year Engineering diploma or degree or relevant discipline/industry.
- Registered or eligible for registration with South African Council Construction for Project and Construction Management Professions (SACPMP).

8.0 BEHAVIOURAL ATTRIBUTES AND 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.
- Have strong contract management and administration skills.
- Have strong technical and commercial abilities.
- Experience in Sales and Marketing of High Voltage Products.
- Outstanding communication skills (written and oral); including a strong working knowledge of Microsoft Office Suite is a necessity.
- Experience in Project Finance and Financial Management.
- Demonstrate general knowledge and understanding of commercial, legal and insurance issues related to purchasing and contracts in general.
- Experience in contract conditions of contracts i.e., NEC/JBCC/GCC and FIDIC Conditions.
- Strong written & oral English language skill.
- Knowledge of Syspro will be advantageous.

9.0 AUTHORITY

- To sign Purchase Requisitions and co-sign Purchase Requisitions as per Group and High Voltage Equipment's Procurement Policies
- To approve and to co-sign all tenders once checked for correctness as per High Voltage Equipment's Tender Approval policy.

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10.0 RESPONSIBILITIES/ACCOUNTABILITIES

10.1 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.

10.2 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.

10.3 Sales and Tendering

Where required by Line Management:

- Network and engage with clients to secure new or additional work appointments.
- Attend pre-tender meetings and assist the tendering team with putting together tenders.

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10.4 Customer/Stakeholder Relationship Management

- Ensure and maintain ongoing operational working relationships with the customers and stakeholders.
- Plan, prioritise and deliver stakeholder requirements and centralise such information.
- Create an environment of trusts through timeous, open and honest communication.
- Manage service level agreements with customers.
- Interact with clients and stakeholders and find out what their requirements are and find ways to address them in a mutually beneficial way.

11.0 SHEQ Management (ISO9001, ISO14001, ISO45001)

- Responsible for adhering to the requirements of above-mentioned systems as directed by the SHEQ Management System (which includes relevant legislation, Policies, Procedures, Work Instructions, specifications, etc.)
- Ensure that Quality Assurance is confirmed to in every aspect, especially in the area of documentation control.
- Ensures compliance with all standards for Safety, Environmental, Work Procedures, Quality Assurance and Quality Control systems as adopted by the High Voltage Equipment Division.

Accepted by:

Approved by:

Authorised by:

Employee

Line Manager

Divisional CEO