

POSITION DESCRIPTION

Classic Engineering & Construction

AM8055 - Contracts Manager Planner

Classic Engineering & Construction Limited is a nationally owned civil engineering and construction company.

Applications are invited from qualified and experienced professionals for this role based in Lae.

Contracts Manager Planner

Reporting to the Project Manager the Contracts Manager Planner is responsible for overseeing and managing the contract lifecycle, ensuring compliance with legal requirements, and close liaison with project managers to plan and execute projects.

Key Responsibilities:

- Draft, review, and negotiate contracts with vendors, clients, and suppliers
- Ensure that all contracts adhere to legal and regulatory standards
- Maintain a centralized contract database and records for easy access and management
- Monitor contracts to ensure compliance with terms and conditions
- Identify and mitigate risks related to contract performance
- Implement and enforce contract governance policies and procedures
- Collaborate with project managers and other stakeholders to understand project requirements
- Develop project plans and schedules to ensure contracts are executed on time and within budget
- Allocate resources, both human and material, to support contract implementation
- Monitor resource utilization and adjust as needed to meet project objectives
- Maintain clear communication with all parties involved in contracts, including clients, vendors, and internal teams
- Prepare regular reports on contract and project status, budget, and progress
- Identify and address contract-related issues, disputes, and changes
- Facilitate conflict resolution and negotiations when necessary
- Ensure that the quality of work and deliverables meet contractual requirements
- Implement quality control measures and track performance
- Maintain accurate and organized documentation of all contract-related activities
- Prepare and maintain project and contract files for audits and reviews.

Expected Competencies:

- Bachelor's Degree in Civil Engineering
- Prior experience in Contract Management or similar role
- Experience in Project Management and Quality Assurance/ Quality Control
- Knowledge of Procore Project Management software
- Legal knowledge and Project Management skills
- Understanding of Contract Administration.

This position is open to PNG citizens only

APPLY NOW

Please visit our website: <https://vanguard.com.pg/vacancies/>

Complete the online application form and attach the following - updated CV, including details of three (3) referees with current contact details.

For more information email jobs@vanguard.com.pg alternatively, call (+675) 7500 7500.

Applications close COB Friday, 24 November 2023

Only shortlisted applicants will be contacted

To apply for this position:

- Download and complete the Application Form from <https://vanguard.com.pg>.
- Email the application to jobs@vanguard.com.pg together with a copy of your CV in MS Word format.

Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview