

A career in the oil and gas industry



Contracts Adviser

The purpose of this role is to provide advice on all aspects of the contracts process.

Your responsibility and key objectives will be:

- Developing contracting strategies for contracts
- Reviewing specifications and scope of work for completeness
- Conducting pre-qualification exercises, pre-tender meetings, invitation to tender documentation, tender openings and evaluation of tenders received, exceptions and deviations
- Supporting contract management process and the logistics
- Supporting post-award contractual interpretation and administration matters
- Resolving discrepancies in contract deliverables and prepares written documentation as necessary to enable clarity in interpretation

You should have a degree in a business or management related subject.

You will need:

- Minimum three years proven experience
- Predominantly contracts formulation experience with exposure to all disciplines and issues within the supply chain
- International exposure within an oil and gas operating environment