

**Requisition ID:** 2016012

**Job Position:** DGM (Services Contracts)

**Location:** Ahmedabad

**Job Summary:** Responsible for contract management

**Key Rules & Responsibilities:**

- Vendor Management, Tendering activities, Commercial evaluation.
- Supervising Contract activities for:
- Land Acquisition & Civil Works, Pipeline laying & well head facility, O&M - GGS & Water Management, Office Setup - warehouse - Logistics & administration, Reserve Certification, Integrated drilling contracts and oil and gas related contract
- Coordination with Client, Engineering Team, Contractors, Vendors & Project Team.
- Contract & Sub-contract management and administration.
- Assessment of terms & conditions of tenders, service orders to identify and mitigate commercial risk.
- Serve as the point of contact for all contractual matters.
- Monitor Contract Execution Tracking Log, Procurement tracking.
- Assistance to respective Construction Head/ Managers, to record and document scope changes.
- Monitor milestones, deliverables, invoicing, sub-contractor billing etc.
- Analysing Variations, Raising Extra Claims, Deviations and Waivers.
- Maintain contractual records, control of contract correspondence & status reports.
- Ensure contract close-out, extension or renewal.
- In depth knowledge of contract and commercial law, compliance including sales tax, VAT, custom and excise etc.

**Qualification and Experience:**

- Minimum Qualification: Engineer with Management Degree
- Experience: Minimum 12 Years of experience in Oil & Gas industry and CBM operations

**Key Competencies:**

- Team working skills
- Problem solving skills
- IT skills including experience on ERP/SAP