

Guyana Water Inc.
Job Description

Job Title:	Contract Engineer
Location:	Head Office
Department:	Procurement
Reports to:	Director, Procurement
Supervises:	No supervisory responsibility
Purpose:	To ensure that all contracting activities are carried out in accordance with the company's Procurement Act and Guidelines.

Main Duties and Responsibilities:

- Ensures that all contracting activities are carried out in accordance with the company's Procurement Act and Guidelines and in accordance with the highest ethical standards.
- Ensures that the guidelines for funded projects are adopted and adhere to during the procurement process.
- Work closely with the Project and Operation Departments to ensure that correct and accurate Bills of Quantities, estimates, Scope of Works and technical specifications are issued prior to the start of the procurement process.
- Responsible for the issuance of invitations to tender.
- Prepare tenders and negotiate appropriate terms and conditions to minimize risk and maximize value for the range of contracted requirements whilst ensuring that the legal integrity of the company is maintained.
- Perform Bid Evaluation for tenders received in a manner consistent with the Procurement Act of 2003.
- Responsible for the preparation for the final contract of the award.
- Manages and control the third party/contractor interfaces during all pre and post award stages.

- Work to ensure best value for the Company's resources in all areas where Supply Chain Management has an opportunity to influence.
- Maintain excellent communications and provide a professional, courteous and effective contract consultancy point of contact from within the Procurement Team in all interfaces with operational and functional user groups, clients, contractors and suppliers for all contracting queries and requirements.
- Control and record all stages of the procurement process in each contract file to ensure full visibility of the procurement process.
- Performs other duties and responsibilities consistent with the purpose and level of the post.

Personnel Specifications

Qualification

- A Bachelor's degree in Engineering or Project Management

Experience

- Four years (4) experience in a related field

Skills/Abilities

- Computer literate
- Excellent Interpersonal Skills
- Good Networking Skills