# Job Description

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| **Position Title** | Contracts Manager |
| **Project/Job Location** | Johannesburg, South Africa |
| **Reporting to** | Associate Director: Construction Delivery & Execution |

**Position Purpose**

The Contracts Manager (CM) will be responsible for drafting, negotiating, structuring, interpreting, executing, and/or administering project contractual documents from inception during Development stage through completion in Delivery, including the defects liability period and the Operation and Maintenance stage.

**Overall Responsibilities**

The responsibilities include, but are not limited to the following:

- Review, draft and negotiate project agreements, including onshore/offshore EPC Contracts, Umbrella Agreements, LTSAs, O&M agreements, supply, Owner's Engineer, Independent Engineer and consultancy agreements, together with amendments, direct agreements, confidentiality agreements and settlements.
- Manage the complete contract lifecycle, including procurement and tendering, negotiation, internal approvals, execution, post-award administration, project close-out and contractual handover.
- Manage contractual change control and project correspondence, including the preparation, review and timely issuance of contractual notices, instructions, claims responses and reservations of rights
- Support the Development and Procurement teams in preparing, evaluating and negotiating RFIs, RFQs, RFPs, tender clarifications, Employer's Requirements, contract schedules and commercial qualifications, in accordance with applicable procurement procedures.
- Support the Development and Legal teams in reviewing PPAs, implementation and grid-connection agreements and financing documents (including CTAs), and ensure relevant obligations are appropriately reflected on a back-to-back basis in EPC, LTSA and O&M arrangements.
- Maintain and apply approved contract templates, contractual risk allocation, order-of-precedence provisions, internal contracting policies and agreed negotiation positions; identify deviations and escalate material legal and contractual risks.
- Prepare and coordinate contract documents and schedules for management approval, lender review, signature, controlled issue and archiving; maintain accurate redlines, execution versions and contract data rooms, and support compliance with applicable policies and laws.
- Interpret the rights, obligations, remedies, notices and procedural requirements under project agreements and advise Project Managers and delivery teams.
- Translates complex commercial/legal scenarios into simple language and action plans.

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| Overall Responsibilities |
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| • Identify emerging delivery, technical interface and contractual risks; propose and track mitigation measures with the Project Manager, construction and engineering teams.<br>• Provide contractual input to project progress reports, management dashboards, lender updates, risk registers and internal governance meetings.<br>• Guide Project Managers, Site Managers and engineering, commercial and HSSE teams on contract administration, notice requirements, evidence preservation and the contractual implications of project decisions.<br>• Assess proposed additional works, variations and contractor claims, including entitlement, pricing, programme impacts, approvals and settlement options; ensure changes are documented and duly authorised before implementation.<br>• Participate in project close-out and lessons-learned reviews, including contractor performance, outstanding claims, warranties, final accounts and the completion of contractual deliverables.<br>• Coordinate routinely with the South African Construction Delivery team and the Group Contracts function in Dubai to ensure consistent contractual positions, reporting, approvals and timely escalation. |

| Soft Skills | |
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| **Minimum Experience Requirements** | • Minimum 5 years' experience as a contracts coordinator/ manager within the construction industry especially (with renewable energy Independent Power Producers (IPP) an advantage).<br>• Strong understanding of contract law and the full contracting process, including bespoke EPC arrangements, FIDIC and/or NEC forms, claims procedures, contractual notices and dispute-resolution mechanisms.<br>• Experience with internationally financed projects, including development finance institutions (such as IFC), lender requirements, direct agreements and financing-related contractual obligations, would be advantageous.<br>• Good understanding and technical knowledge of the construction industry, including the ability to interpret drawings and understand the construction process.<br>• Ability to review construction programmes, progress updates, critical-path analysis and EOT substantiation and to challenge assumptions with planning and engineering teams.<br>• Demonstrable track record of administering variations, contractor claims, EOTs, liquidated damages, contractual notices, securities and negotiated settlements.<br>• A good knowledge and understanding of the latest Health & Safety legislation and construction regulations.<br>• Good math's and IT skills are essential and a good working knowledge of Microsoft Excel, Word and Outlook.<br>• Familiarity with the South African renewable-energy IPP environment and relevant procurement, localisation and grid-interface requirements would be advantageous |

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| **Minimum Education Requirements** | • BCom, LLB, Quantity Surveyor, BSc, B.Eng, BEng Tech, B.Tech or equivalent in Civil, Electrical, Mechanical experience. |
| **Required Role Related / Technical Skills** | • Quantitative and Qualitative analysis<br>• Contract management<br>• Project Management<br>• Risk Analysis<br>• MS Office Suite |
| **Interpersonal / Behavioral Skills** | • Willingness to learn the whole project life cycle of renewable energy projects.<br>• Resilience under pressure.<br>• Stakeholder management.<br>• Accountability.<br>• Good attitude.<br>• Work as a team member and have initiative and enthusiasm. |