



CAREER OPPORTUNITY

JOB TITLE : Manager Contracts

REPORTS TO : Senior Manager Contracts & Procurement

Job Purpose:

This position will assist Senior Manager Contracts & Procurement in the development and implementation of a corporate Contract policy. Manager Contracts will be responsible for setting-up, negotiating and monitoring Contracts and frame Agreements in accordance with the corporate procedures and statutory regulations. The incumbent will be expected to manage the development of tender documentation and tender evaluation process which may include tender clarification meetings with contractors.

Manager Contracts will be expected to manage award and contract formalities in accordance with the Company's Corporate Policy. The incumbent will be responsible to give advice on all pre-contract matters including contracting strategies and provide guidance to the team regarding purchase agreements. The incumbent will also be expected to manage the approval of commercial and contractual correspondence.

Education: B.E. / MBA

Experience: 10 years

Technical Competencies: SAP Knowledge, Good Understanding of Contractual Documentation, Contract Preparation and Preparation of Tender Documents.

Non-Technical Competencies: Communication Skills, Presentation Skills, Effective Coordination and Timely Decision Making.

Interested candidates may apply in confidence on jobs@prl.com.pk latest by **Wednesday, May 22, 2024**. Kindly mention the position i.e. **"Manager Contracts"** in the subject.

Only short-listed candidates will be contacted.

The Company is an equal opportunity employer and offers market-based compensation package.