

Haifa-Nazareth EPC Contract Manager

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Company: Alstom

Location: Haifa

Category: other-general

Req ID:[[451498]]

At Alstom, we understand transport networks and what moves people. From high-speed trains, metros, monorails, and trams, to turnkey systems, services, infrastructure, signalling and digital mobility, we offer our diverse customers the broadest portfolio in the industry. Every day, more than 80 000 colleagues lead the way to greener and smarter mobility worldwide, connecting cities as we reduce carbon and replace cars.

PURPOSE OF THE JOB

The Senior Project Contract Manager (PrCM) is a key member of the project team, working in close collaboration with the Project Manager and core project team.

The Senior Project Contract Manager (PrCM) provides guidance and leadership to develop, implement, and drive proactive contract/claim management and risk mitigation strategies in accordance with Alstom's business objectives, including extensions of time (EoTs), variations orders, contract amendments.

The Senior Project Contract Manager (PrCM) ensures proper record keeping and file preparation in support of robust claim files. He can lead a team of Project Contract Manager or Junior Project Contract Manager or is an expert in terms of Contract Management

MAIN RESPONSABILITIES

Key accountabilities

Drives the Contract Management activities with the support, when resources are allocated, of Project contract manager(s) and/or Contract Administrator(s).

Is proposing and justifying the sizing of the Contract management team that should support the Project and drive the Team towards proactive Contract Management

Ensures application of Contract, Claims and Insurance Management Manual (CCIM) and Alstom governance.

Drives preparation of Contract Summary and ensure it is widely communicated and regularly updated

Prepares with Core Project Team Contract Management Strategy Plan (CMSP)

Organizes the Contract Management Day with the Core Project Team

Carefully analyzes the contract to build and drive implementation of Contract/Claim Management Strategy Plan, as well as keep it updated with project team on quarterly basis.

Contributes to Contract Deliverables Requirements List (CDRL) by the Project Team members is launched in time, is accurately communicated, and updated.

Monitors Works toward contract obligations, including monitoring of project schedule toward achieving contractual milestones.

Ensures timely issuance of contractual notices to customers/partners.

Establishes and implement project specific commercial procedures, particularly regarding correspondences, notifications, insurance, variation requests/orders and claims preparation files.

In collaboration with Documentation Controller and/or Project Contract Administrator, Project Contract manager or Junior Contract Manager ensures a reliable filing and easy access of correspondence from and to customers/partners.

Monitors/manages correspondence by analyzing (for and with Project Manager/Director) incoming and outgoing correspondence to customers/partners.

Contributes to Return of Experience (REX) § Monitors/manages insurance policy and keep its validity in collaboration with Regional Insurance Manager. Keeps the Regional Insurance Manager duly updated regarding all changes on the project that could represent any deviation of the reaching of the insurance policy.

Develops and produces any project specific processes and ways of working for contract/claim management.

Develops a pragmatic commercial approach based on contractual analysis of the project, to protect, on a daily basis, Alstom interests toward customers and partners.

Carefully monitors, records, and notifies customer/partners regarding claims/counterclaims and prepares and manages all elements and supporting documentation for claims/counterclaims negotiations.

Monitors customer/partner requests for variations / change orders / extensions of time.

Provides follow-up, as necessary, to drive to transactional closure, including updates to the Variation Orders (VO) / Variation Requests (VR) / Delay registers, preparation of commercial offer, and prepares associated contractual letters for CD/PM approval.

Provides creative advice on specific issues, risks, and contractual/claims activities, taking into account the contract and business objectives.

Reports on contract management and claims activities to the project, and Legal, and Contract Management teams.

Ensures Contract management KPIS are reported as per reporting deadlines including gathering the inputs from Key supplier Contract Managers and Insurance Managers

Provides training on contract/claim management to key project stakeholders, including project management, finance, engineering, and sourcing communities.

Anticipates events and risks associated with the contract management activities; proposes alternative proactive solutions to keep the situation under control.

Works closely with the Project Directors, Project Managers, Project Controllers, Project Engineering Managers, Sourcing Contract Managers, and Project Planning Managers, to identify and mitigate risks; and to identify, maximize, and leverage claim opportunities.

Provides at any time, on management demand, a reliable and understandable contractual and commercial analysis of the project.

For Dispute Arbitration Board (DAB) or similar non-litigation mechanism for dispute resolution,

PrCM is required to prepare DAB files, referral notes along with substantial evidence and active participation in the process before the adjudication board or similar board.

For litigation process handled by Legal Team, PrCM will support Legal team or external counsel

Knowing how to use Wall C is a plus.

Must be able to travel up to 20% to 30% of the time.

Trains, develops, and share knowledge and expertise to Project Contract Managers, Junior Project Contract Managers and Project Contract Administrators

Performance measurements:

Contract Management KPIs related objectives

Driving Contract management towards visible results

Bringing additional best practices in contract/claim management

Contribution to added value of the function to project

Mandatory Educational Requirements:

A degree in Law, Engineering, Finance, Technical, Economics or business sciences.

Experience

English

Minimum of 10 years of Contract / Claim Management experience (preferred) / Project Management

Competencies & Skills

Ability to read and interpret contractual documents, including terms and conditions, planning, and technical specifications

Ability to write routine reports and correspondence.

Ability to speak effectively before groups of customers or employees of organization.

Ability to understand project financials and impact of contract/claim management on project's profitability.

Ability to solve practical problems and deal with a variety of variables in situations.

Ability to interpret a variety of instructions furnished in writing, oral, diagram, or schedule form.

Ability to anticipate and manage conflicting priorities.

To perform this job successfully, an individual should have knowledge of Contract Management systems; Project Management software; Excel Spreadsheet software and Microsoft Office Word Processing software.

Ability to work in a proactive mode

Ability to be operationally effective and accountable.

Ability to work transversally and collaboratively in a strong spirit of teamwork.

Willingness and ability to be creative and bring forward new ideas and innovations.

Must be able to communicate with precision and transparency.

You don't need to be a train enthusiast to thrive with us. We guarantee that when you step onto one of our trains with your friends or family, you'll be proud. If you're up for the challenge, we'd love to hear from you!

Important to note

As a global business, we're an equal-opportunity employer that celebrates diversity across the 63 countries we operate in. We're committed to creating an inclusive workplace for everyone.

Job Segment: Project Manager, Manager, Technology, Management

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