



Contracts Coordinator / Manager – Well Engineering

TAQA Energy is involved in the exploration, production, transportation and storage of oil and natural gas in the Netherlands. As a 100% subsidiary of Abu Dhabi National Energy Company (TAQA), an independent water and power company with the state of Abu Dhabi being its major shareholder, TAQA Energy B.V. together with TAQA's subsidiary company in the United Kingdom, acts as a vehicle for growth in Europe. TAQA Energy operates on and offshore production installations and the Alkmaar Peak Gas Installation (PGI) which stores and delivers gas to the Dutch national grid to help meet high demand for energy during the winter months. Together with the Dutch state TAQA is planning to invest €800 million in realizing the Bergermeer Gas Storage facility, Europe's most advanced and largest third party access gas storage facility, near Alkmaar. Once complete it will provide a reliable seasonal supply of natural gas and form part of a broader energy infrastructure for North West Europe.

TAQA has the following vacancy in the Netherlands:

Description

Under the SPA's supervision the Contracts Coordinator/Manager will:

- Plan, organize, advise and/or facilitate the acquisition of materials and services in accordance with the applicable C&P procedures, systems and tools during the Pre-Award phase
- Provide assistance to the SPA/Contract Holder during the Post-Award, contract execution phase. In this supporting role, the primary focus is on contract / purchase order administration and the management and administration of contractual changes, variations and amendments

Roles and Responsibilities

- Execute the approved Well Engineering and Sub-Surface Work Area Contracting Plans for the BGS project
- Monitor and report on Work Package / Contract progress and status
- Provide contractual / commercial advice to Well Engineering and Sub-Surface departments
- Prepare correspondence to the Contractors on contractual/ commercial matters
- Administer contract variations and amendments
- Prepare Call-Offs under effected (frame) contracts
- Prepare contractual notifications
- Prepare and provide of certificates to contractors, suppliers as required by the contract, purchase order
- Together with Contract Holder, hold periodic reviews of suppliers' and contractors' performance based on predetermined KPIs

- Perform desk expediting to monitor and report on contractor's progress
- Monitor and execute contract extensions/terminations
- Ensure adherence to the Terms of Engagement by contractors and TAQA teams
- Filing of contract, purchase order related minutes of meetings, reports, certificates, variations, amendments, etc.
- Assist SPA/Contract Holder in the verification of Contractors' invoices as required
- Prevention of beginning of claim procedures with Contractors
- Assist in the negotiation of claims as required
- Identify and advise potential project problem areas
- Contract Holder in contract close-outs and issuance of (completion) certificates
- Ensure procedural compliance with C&P manual and procedures
- Advise potential improvements and methods for future projects

HSSE

- Support the Well Engineering Manager in the event of an emergency response situation
- Observe all company Health, Safety, Security and Environmental instruction, act in a safe manner and avoid unnecessary risks to personnel
- Immediately report any unsafe conditions or activities, dangerous occurrences or injuries in the workplace

Business Qualifications

- Engineering or science degree from a recognized university
- Minimum of 10 years Exploration and Production contracts experience

Skills and Competencies

- Demonstrated communication skills
- Good data management and computer literacy

Details

Estimated start date	: As soon as possible
Working hours	: Full time
Duration	: 12 months
Location	: The Hague / Third party location
Team	: C&P / Well Engineering
Supervisor	: C&P Manager / Well Engineering Manager

Please note there are plans in place for the TAQA Energy Head Office to move to the Alkmaar region after completion of the Bergermeer project.

Applications

If you are interested in this position, please send your CV and letter to our HR department

E-mail: hr.nl@taqaglobal.com
 Address: Prinses Margrietplantsoen 40
 2595 BR Den Haag