

TERMS OF REFERENCE MPW/PMO

Post Title:	Senior Contract Management Specialist
Type of Appointment:	National Contracted Staff
Duration:	One year (3 month probation)
No. of Post	1
Duty Station	MPW/PMO - Kabul
Salary	As per NTA salary scale (Grade B)
Work hours	Full time
Vacancy No	MPW/PMO/HR-007
Date of announcement	25 January 2021
Closing Date	7 February 2021
Gender	Male/Female

1.0 Background

Program Management Office of the Ministry of Public Works have an ongoing portfolio in transport sector from the various Grants provided by Asian Development Bank (ADB). Currently PMO is implementing Various National Highways projects and System Development project and is designated to handle the implementation related tasks that includes

(a) procurement civil works and consultants' services, (b) monitor the progress of day-to-day project implementation, (c) accord various approvals including approval for variations, extension of time, (including obtaining approvals of the donors) etc. (d) prepare progress reports (e) prepare withdrawal applications for disbursement, (f) maintain project accounts and complete loan financial records for auditing and (g) ensure compliance with various Loan and Grant covenants, etc.

2.0 Job Description

The Senior Contract Management Specialist will work with a technical team shall assist the procurement department in the day-to-day contracts management. The duties and responsibilities will include, but not limited to:

1. Drafting and reviewing of all contractual documents in accordance with contract law, procurement law, procurement guidelines of Afghanistan and the rules, regulations and procedures of the Asian Development Bank (ADB) related to contract management and procurement matters;
2. Ensuring the consistency of all contracts, amendments, letters, notices and variations with the internationally recognized technical standards and norms in the field of road design, construction and maintenance including the Multinational Development Banks (MDB) Harmonized Edition of June 2010 and MDB Harmonized Edition of 2006 (the Pink Book of FIDIC forms of contract);

3. Review all requests for Variations independently or in close consultation with the Engineer of the Project and prepare documentation in support of contract Variations including cost and no-cost variations as required;
4. Monitor the overall financial and physical progress of PMO related contracts identifying and removing bottlenecks to the timely implementation of contracts as required;
5. Liaise with Project Managers, ADB staff, and site supervision engineers and make recommendations on mitigation measures to prevent/minimize delays in contract implementation and contractor payments at any time necessary;
6. Review the current Quality Assurance and Quality Control (QA & QC) Plans and Safety Manuals and bring necessary improvements in order to adequately address the site issues and ensure quality outputs and a safe environment for the workers and other stakeholders;
7. Review, verify and record payment certificates in support of financial disbursements to the Contractors independently or in consultation with the Engineer and managers of the Projects when necessary;
8. Undertake site visits to verify physical progress and quality of work as required;
9. Undertake assessment of Extensions of Time (EoT) and possible claims which may be submitted by contractor(s);
10. Carry out any other tasks relevant to successful drafting, negotiation, supervision and implementation of all roads construction activities according to the engineering specifications and as per the contract documents.
11. Holding meetings with field staff on Project Work related issues such as progress, quality, quantity, security, safety and other managerial and logistical issues.
12. In close consultation with the Engineer and the Contractor(s), set annual, quarterly, monthly and weekly performance objectives, work plans and continuing to conduct periodic performance appraisals, including personal development plans;
13. Review, substantiate and provide expert advice on delay/liquidated damages from both technical and contract management perspectives when necessary.
14. Contribute to the dispute settlement strategies in any stage of resolution such as amicable settlement, dispute board proceedings and arbitral proceedings.
15. Provide specific advice and independent views on contractual breaches and applicable remedies from the contract management perspective.
16. Provide specific advice on the termination, extension and conclusion of Construction Contracts, Design Contracts and Consultancy Contracts.
17. Review and verify the forms of securities (Bid Security, Advance Payment Security, Performance Security) including the enforcement of securities (freezing, drawing down and releasing);
18. Review and verify the contracts related to the insurances (Professional Indemnity Insurance, Third Party Insurance, Works Insurances and etc).
19. Site visit to the project site should be done in case of necessity.
20. Any other task assigned by the Program Director.

3.0 Job Requirements:

The interested candidate should possess preferably a Master degree in Civil Engineering with specialization in road constructions or contract management work, having 6 years' experience, preferably in a similar position handling quality management in road /bridge construction projects, with good written and oral communication skills in English, Pashto and Dari.

- At least 6 years relevant experience in contract management of large-scale infrastructure projects.
- At least 3-year experience in quality management of large-scale road/bridge construction project(s).
- Professional familiarity with the FIDIC conditions of contract is required.

4.1 Submission Guideline:

Interested candidates are requested to forward their applications and detailed CV in PDF format clearly indicating the position (Senior Contract Management Specialist – MPW/PMO/HR-007) applied for in the subject of your email to PMO Office of Ministry of Public Works through email at pmo.recruitment@gmail.com with a copy to adbafrm@adb.org, without mentioning the position title/vacancy number your application may not be considered. Application received after 7 February 2021, will not be shortlisted for written test/Interview.

Note: Only Shortlisted candidates will be contacted.

Female Candidates are highly encouraged to apply.

Submission Email:

pmo.recruitment@gmail.com