

**Department** : **Contracts**  
**Job Title** : **Group General Manager, Contracts**  
**Reports To** : **Managing Director**  
**Supervises** : **Senior Manger, Manager, Assistant Manager**

### **Purpose of Job / Job Summary**

Responsible for all aspects of contracts administration, management and support for the Company's local and overseas projects including certain aspects of tender administration duties.

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### **Authorities / Discretions / Delegations**

#### **Finance**

Approval of finance up to RM 10,000.00

#### **Recruitment**

Conduct interview, selection and shortlist for MD's final approval

#### **Administrative**

Recommendation on all administration related matters for MD's final approval

#### **Delegation of Work**

All works related to contracts

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### **Key Responsibilities / Duties**

1. Pre Contract/Pre Award Stage
  - a) Assist to negotiate contracts with clients. Involves identifying key contractual risk areas, providing contractual inputs & liaison with clients on the same.
  - b) Structure & provide contractual inputs to construction related agreements relevant in privatised projects e.g. EPC Contracts, maintenance contracts, etc. This will include drafting EPC Contracts for in-house use.
  - c) Liaison with external lawyers, where necessary.
2. Normal Tender
  - a) Evaluation of contractual risks in the CoC & ITT through risk matrix.
  - b) Advise tender heads on any ambiguities/discrepancies requiring clarifications.  
Drafting Pre-bid Agreements/Joint Venture Agreements.
3. Post Contract Stage
  - a) Review /draft consultancy agreements.
  - b) Draft sub-contracts & supply agreements.

- c) Review/re-draft contractual correspondences prepared by site Contracts Manager.
  - d) Procurement of big ticket sub-contract tenders. This involves pre-qualification of contractors, reviewing checking/preparing tender documents, calling tenders, conducting tender clarifications, recommendations to award.
  - e) Prepare Letters of Awards & Sub-contract documents.
  - f) Advise / review on contract interpretations/contractual claim issues/VO issues & assist to review relevant claim documents.
  - g) Source & recommendation of claim consultants.
4. Post Construction Stage  
Arbitration
- a) Assist to source for construction lawyers.
  - b) Working closely with claim consultants & construction lawyers on presentation of claims & working out strategies for presenting or defending claims.
5. To comply and adhere to all the matters pertaining to Quality, Safety & Health and Environment related to the job scope & place as required by the Company.
6. Any other duties or responsibilities that may be assigned and/or delegated from time to time by the Management as deemed appropriate.

**Functional Relationships**

Internal : Internal staff, site staff, other dept. staff at all levels.

External : Consultants, clients, contractors, government authorities.

**Person Specifications**

- Qualifications** : Bachelor (Hons) in Building Economics and Quantity Surveying
- Experience** : > 15 years relevant working experience
- Specific skills / abilities** : Knowledge of computer applications, strong communication and interpersonal skills
- Personal qualities** : Good leadership qualities, able to work independently, self motivated and result oriented.