

**Job Description****Code:- MANAGER - CONTRACTS****Position****Manager – Contracts (Location : Delhi)****Role Purpose**

The Contract Manager is responsible for the relationship and contracts between the company and suppliers / vendors such as CROs. The main responsibility of the Contract Manager is to establish and maintain long-term working relationships or partnerships between the company and selected suppliers / vendors. In order to improve time-to-market and to safeguard capacity, quality, cost and continuity in the long term.

**Key Activities**

- Managing the competitive bidding process for selection of the EPC Contractor or other identified contractors
- Issuance of Request for Proposal to the shortlisted entities. This would include study of vendor's / supplier's capabilities, identify a pool of vendors / suppliers for project consideration
- Assess the quotations submitted and selecting the bidders with which the commercial/financial negotiations may be conducted
- Conduct the financial and contract negotiations at the appropriate management level : this would include negotiation of contract terms, pricing and payment schedule, ensuring that the agreements with the vendors / suppliers are commercially advantageous
- Contracts – assist in drafting, evaluation, negotiation and signing of the key contracts
- Discussions with the Government authorities for Power Purchase Agreements (PPA)
- Analysis of the key terms and preparing responses for the same for negotiations with the authorities
- Contract Administration / Management: Maintain contractual records and documentation such as receipt and control of all contract correspondence, customer contact information sheets, contractual changes, status reports and other documents for all projects. Ensure contract close-out, extension or renewal
- Develop and implement procedures for contract management and administration in compliance with the company policy.

- Work with Finance and other departments to coordinate contractual Insurance requirements and to ensure adherence to broader finance and risk requirements
- Identify and analyze economic developments in the market

### **CRITICAL EXPOSURE AREAS**

- Clarify goals and reach agreement maintaining the interests of all parties
- Keep up to date with market trends and new developments utilizing information for business improvement
- Build and maintain excellent relationships with colleagues and clients
- Ability to overview situations, review and evaluate, defining set plans to achieve business goals
- Problem solving at a strategic level, working with others to reach a resolution
- Careful planning to achieve accurate and timely results

### **REPORTING STRUCTURE**

TO GM – BUSINESS DEVELOPMENT

### **QUALIFICATIONS**

A candidate for the position of Contract Manager should be in possession of a Bachelors degree in Business Administration degree or a Bachelor of Engineering with relevant experience in Power Projects or key infrastructure projects.

### **EXPERIENCE**

**5-7 Years for Manager**