

Position: Contracts Manager	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-3
Ref. number: 026	Location: The Hague, the Netherlands	Availability:
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Procurement Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Contracts Manager reports to the Head of Procurement Unit through the Deputy Head of Procurement Unit.

Main Tasks and Responsibilities:

- To be responsible for effective and timely delivery of the Kosovo Specialist Chambers contracts management services, in full compliance with the financial rules and regulations;
- To provide objective oversight over various contract management processes and to ensure their transparency;
- To analyze and interpret the financial rules and regulations and operational effectiveness reports and to design monitoring tools and to develop systems;
- To implement a quality plan for each contract and to engage in daily consultation with the senior management of activities covered by the contracts they are managing;
- To advise senior management on any potential issues and to recommend remedial actions or solutions, when necessary;
- To manage the pre-qualification and short-listing of bidders, preparations and issuance of bids, pre-bid conference, receiving and opening of bids and bid evaluation;
- To submit the bids to the Contracts and Property Committee for recommendation of award, contracts negotiations, contract finalization and issuance;
- To verify that the goods and services are delivered against the contractual requirements and to certify the reports and payments;
- To develop and implement systems for internal control to ensure compliance with contractual terms and conditions;
- To ensure full compliance of procurement and contracting activities within the organization's rules, regulations, policies and strategies;
- To negotiate, within the terms and conditions of the contract, solutions to conflicts/problems arising in case of poor performance or non-compliance with contractual obligations;
- To convene meetings with contractors to allow the opportunity for the identification and early resolution of potential disputes;
- To develop appropriate contract management tools, guidelines and manuals for standardization and knowledge sharing purposes;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

- Successful completion of University studies of at least three (3) years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree

AND

- A minimum of four (4) years of relevant professional experience, after having fulfilled the education requirements.

Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Law, Business Administration, Financial Management, Economics, Public Administration, Engineering, IT or other related university studies;
- A minimum of four (4) years of relevant and proven experience in contracts management and/or public procurement;
- Experience in using established professional and transparent procurement policies and procedures in accordance with EU legislation and regulations;
- Very good interpersonal and communication skills in English, both written and oral;
- Excellent analytical, research and problem-solving skills;
- Ability to work under stressful conditions and to prioritise and manage a high workload on occasions;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations.