

VACANCY: CONTRACT SUPERVISOR

GENERAL INFORMATION	
Job title: Contract Supervisor	Division/Department: Investment Department

Job Description	
1	Control the implementation of all contracts assigned, regarding execution, costs, results delivery, timely completion of reports, invoicing and making/receiving payments.
2	Manage and update collaborator and supplier database and contracts.
3	Look for product suppliers, experts for consulting services provision.
4	Filing documentation of procurement of products and services as per company regulations.
5	Take part in preparing sales documentation, like EOI and bids for consulting services.
6	Participate in or execute consulting contract negotiations, advise on improving the contents of HALCOM's EOI and bidding documents.
7	Ensure timely preparation of TOR and RFP with high quality, consulting other HALCOM and affiliate companies' staff and external consultants as appropriate. Identify and invite potential contractors/service providers to provide bids for products and services to be acquired.
8	Evaluate received bids, negotiate to clarify scopes and costs, finalize evaluation report and contents of contract for procurement of goods and services. Propose technically and economically most feasible option for management's approval..
9	Other jobs as request from supervisor or company management.

Requirement

Education:	Bachelor or Master University degree Professional: Technical field, e.g. Electrical, Mechanical or Construction..
Experience:	6-8 years of working experience.
Knowledge:	Understanding the project circle of an investment project. Good knowledge in bidding process, contract negotiation, terms and conditions of contracts, controlling the implementation of contractor and liquidation
Skills:	Capable of communicating fluently and preparing working documents in English Negotiation Communication Planning, supervising, controlling



Time management
Information seeking and analyzing
Writing/drafting both in Vietnamese and in English.

RIGHT/WORKING ENVIRONMENT

Rights	Working Enviroment
<input checked="" type="checkbox"/> Thu nhập : Negotiate	<input checked="" type="checkbox"/> Standard working office
<input checked="" type="checkbox"/> Pantry, free parking card	<input checked="" type="checkbox"/> Friendly, professional working environment, CCP.
<input checked="" type="checkbox"/> 13th month salary	
<input checked="" type="checkbox"/> Annual health checkup, annual leave, public holiday...	
<input checked="" type="checkbox"/> Social insurance (official contract)	
<input checked="" type="checkbox"/> Training	

CONTACT: Please send your CV in English / Vietnamese to tuyendung@halcom.vn or n.t.t.diep@halcom.vn for job application.