



Position: Claims Specialist (Legal)	Educational Background, Qualifications, Skills and Experience	Code
<p><u>Role Objective:</u></p> <ul style="list-style-type: none"> <li>Preparation, coordination, issue and administration of large value Claims and Time Extensions and contractual procedures, etc. with ability to analyze and report various attributes such as, progress, contract variation and claims status.</li> <li>Management and settlement of Contractor's and Consultant's Claims and Disputes by providing advice on the contractual risks and issues.</li> <li>Act as a key support to the Projects and the Contracts Departments, providing experienced insight into contractor performance, cost and schedule exposures.</li> </ul> <p><u>Detailed Roles and Responsibilities:</u></p> <ul style="list-style-type: none"> <li>Review &amp; analyze the contracts and documents and legal pleadings in order to identify coverage, legal and factual issues and make appropriate recommendations.</li> <li>Ensure contracts compliance and alignment with relevant legal requirements.</li> <li>Review the contracts management standards, ensuring standards are in compliance with the awarded contracts terms &amp; conditions.</li> <li>Perform a detailed review for all contractors Extension for Time claims, performing an independent evaluation &amp; assessment of the claim as well as to the consultant's recommendations.</li> <li>Analysis of tender pricing, rates and productivity levels.</li> <li>Ensure Inspection and analysis of records and contractual notices.</li> <li>Conduct a detailed review for all the project contractors/consultants dispute, and provide a report on the dispute to the management and contracts departments for advise.</li> <li>Perform reviews of non-compliant or defective works, and provide a report to HPP Management and the Contracts department, identifying against whom (Designer, Contractor, Consultant, Etc.) HPP should pursue a claim.</li> <li>Prepare, attend and chair Claims and Disputes negotiations, identifying contractual routes for the recovery of cost. Identify as well the suspicious claims.</li> <li>Preparation of a cause and effect detailed analysis; Presentation and negotiation of the claim, and Identification of contractual routes for the recovery of cost.</li> <li>Assist on setting and implementing HPP legal policies &amp; procedures.</li> <li>Provide advice on legal issues and any other matters required.</li> </ul>	<ul style="list-style-type: none"> <li>Fifteen- twenty (15-20) years project experience of which Five (5) years must be in Contract Administration for Major projects/contracts.</li> <li>Minimum of 12-15 'successful' years of High Value Claims and Time Extensions experience.</li> <li>Minimum of Bachelor's degree in Quantity Surveying or law degree relevant professional qualifications.</li> <li>Have proven ability of the successful development and negotiation of complex contractual claim submissions on Mega-infrastructure projects (International &amp; Local).</li> <li>Experience in construction law.</li> <li>Progressive experience in arbitration, meditations Ligation and dispute.</li> <li>Knowledge of Claims Management Strategy development, evaluation &amp; execution.</li> <li>Knowledge of Various Forms of Standard Construction Contracts.</li> <li>Knowledge of Construction Procurement Processes and Procedures.</li> <li>Presentation Skills.</li> <li>English Language (Arabic is a plus).</li> </ul>	<p>HPP001</p>



Position: Contract Specialist	Educational Background, Qualifications, Skills and Experience	Code
<p><u>Role Objective:</u></p> <ul style="list-style-type: none"> <li>Responsible for setting NPP's Contract Management Standards, ensuring these are in line with the requirements of the awarded and proposed contracts, monitoring and management of Contractor Performance; ensuring consultants/contractors compliance with their contractual obligations and HPP's previously defined standards.</li> <li>Ensure HPP fulfils its contractual obligations, and that HPP's contractual risk is effectively managed, enabling the delivery of the Employers Requirements and the projects goals.</li> </ul> <p><u>Detailed Roles and Responsibilities:</u></p> <ul style="list-style-type: none"> <li>Support the Commercial team in setting HPP's contract management standards, ensuring the standards are in compliance with the awarded contracts Terms &amp; Conditions.</li> <li>Manage all contracts activities including all phase's pre and post awards. Prepare tender documents; evaluate submitted tender bids; monitor works and scope variations.</li> <li>Prepare evaluation reports based on detailed study of technical and financial data, in order to provide the management with accurate recommendations that will facilitate decision making.</li> <li>Review and approval of tenders' technical and financial evaluation reports.</li> <li>Coordinate with the General Legal Counsel to ensure the Contract awarded is fair and does not place any undue risk with HPP, as well as on any Claims analysis to ensure HPP's risk is effectively managed throughout the Claims process.</li> <li>Work closely with the consultants project planning to establish the delay event of client's contracting parties and translated into claim.</li> <li>Responsibility for developing HPP's Contract Management policies and procedures, oversee its implementation, and ensuring Consultant's compliance to those policies and procedures.</li> <li>Prepare periodic reports to senior management.</li> </ul>	<ul style="list-style-type: none"> <li>Minimum of a Bachelor University degree in an Engineering discipline, Quantity Surveying, Construction law or Project management. Masters in Construction law or an MBA degree is preferred.</li> <li>20 years' experience in contract management, preparing contractual correspondences related to claims, disputes, and evaluating contractual status for both contractor and client.</li> <li>Experience in engineering contracts/constructions according to international standards. Knowledge of Various Forms of Standard Construction Contracts.</li> <li>Experience in construction law; claims management, procurement process and operations for constructions.</li> <li>Experience in infrastructure, buildings, and marine sectors.</li> <li>Experience in arbitration, litigation and mediation.</li> <li>Experience in International Federation of Consulting Engineers (FIDIC).</li> <li>Presentation Skills.</li> <li>English Language (Arabic is a plus).</li> </ul>	<p>HPP002</p>



<p><u>Position:</u> Sr. Cost Controller</p>	<p>Educational Background, Qualifications, Skills and Experience</p>	<p>Code</p>
<p><u>Role Objective:</u></p> <ul style="list-style-type: none"> <li>▪ Responsible for HPP's cost control, ensuring the project Consultant's effectively manage and control spend, and managing the HPP Quantity Surveying function in validating the Consultant's recommendations for payment, ensuring the payment is compliant with the contracting reimbursement principles (schedule of rates or bill of quantities, materials on and off site payments) and that measurements are in line with industry practices.</li> <li>▪ Ensure the Cost Control function provides cost management and cost advice to the Claims and Contract Management teams as well as the wider HPP organization.</li> <li>▪ Ensuring HPP achieves the project's budgetary goals and objectives in line with its budgetary objective to not exceed development costs of QAR dedicated budget.</li> </ul> <p><u>Detailed Roles and Responsibilities:</u></p> <ul style="list-style-type: none"> <li>▪ Support the Commercial team in setting HPP's cost control standards, ensuring those standards take account of the contractual payment and reimbursement Terms &amp; Conditions.</li> <li>▪ <b>Understand the project work scope, needs and deliverables. Aligning project work scope with project structures and control accounts.</b></li> <li>▪ <b>Develops the Project Execution Plan for forecasting, tracking, and reporting project cost as well as estimating cost control. Prepare and maintain cash flow analysis.</b></li> <li>▪ <b>Responsible for implementation of project control procedures and development of direct reports.</b></li> <li>▪ Reviewing HPP's Quantity Surveyor recommendations on the monthly Payment Certificate, ensuring compliance with the Contractual Terms &amp; Conditions and protecting HPP's Commercial position, providing opinion, comments and recommendations (in line with HPP's Delegation of Authority).</li> <li>▪ <b>Develops and maintains of any periodic status reports related to project progress.</b></li> <li>▪ <b>Coordinate with project team to define scope of work, update of detailed schedules, cost information, and identification of variances from the original plan.</b></li> <li>▪ <b>Advise management of risks that may affect project costs. Maintains a comprehensive and current risk register and conducts risk reviews.</b></li> <li>▪ Support the coordination with the General Legal Counsel on any Claims to ensure HPP's risk is effectively managed throughout the Claims process.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Minimum of a Bachelor University degree in an Engineering discipline, or Quantity Surveying. Masters in Commercial management or Quantity surveying is preferred.</li> <li>▪ A minimum of 15 years experience working in heavy civil marine and infrastructure projects, with at least 5 of those years in a managerial/Sr. role.</li> <li>▪ Experience in managing the costs on a multi-contract, mega-infrastructure project is considered essential.</li> <li>▪ Knowledge of Bill of Quantities and schedule of Rate Construction.</li> <li>▪ Knowledge of quantity surveying principles, methods, techniques and tools.</li> <li>▪ Communication and reporting skills.</li> <li>▪ Knowledge of excel, PRISM and PRIMAVERA scheduling.</li> <li>▪ CIOB or RICS qualified in Quantity Surveying.</li> <li>▪ Presentation Skills.</li> <li>▪ English Language (Arabic is a plus).</li> </ul>	<p>HPP003</p>



<p><u>Position:</u> Sr. Commercial Manager</p>	<p>Educational Background, Qualifications, Skills and Experience</p>	<p>Code</p>
<p><u>Role Objective:</u></p> <ul style="list-style-type: none"> <li>▪ Acting as HPP’s representative for all Commercial aspects of the Project, taking responsibility for the commerciality of both pre, and post, contract phases.</li> <li>▪ Leading HPP’s Commercial department, whose role is to oversee the consultants review of tender documentation, pre-tender estimates, Contractor’s monthly cash-flow forecast, Contractor’s claims/extensions of time claims, variations, as well as review of the consultants tender evaluations and reports, contract awards, monthly payment certificates, variation and claims management.</li> <li>▪ Coordinating with all HPP departments to ensure the delivery of the project and achievement of the project objectives.</li> </ul> <p><u>Detailed Roles and Responsibilities:</u></p> <ul style="list-style-type: none"> <li>▪ Ensuring that all stakeholders / contractors understand and adhere to contractual obligations.</li> <li>▪ Ensuring that the financial aspects and impact of a contract are clear to all parties.</li> <li>▪ Change control, commercial management. Prepare cash flows, update cost plans.</li> <li>▪ Review contractors variation claims for correct application of rates including planned and exception onsite inspection (Variations- Identification, Preparation, substantiation and negotiations with the contractors).</li> <li>▪ Manage variation process cycle including submission, logging, counter estimates and approvals. Prepare documentation and substantiation for negotiation of variation during execution.</li> <li>▪ Review and sign-off tender documentation and tender evaluation at later stage. Provide recommendations to the project management and committees, in accordance to HPP’s Delegation of Authority.</li> <li>▪ Resolving contractual and commercial problems.</li> <li>▪ Include all relevant details in the sub-contractor tender document.</li> <li>▪ Analyze financial and operational risks of projects and put forward strategies to counter act these risks.</li> <li>▪ Set the Commercial department’s policies and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Minimum of a Bachelor University degree in an Engineering discipline, or Quantity Surveying. Masters in Commercial law, Quantity surveying or an MBA degree is preferred.</li> <li>▪ Minimum of 20 years’ of proven experience in commercial management for mega-infrastructure projects, with at least 10 of those years on a managerial role or as a Commercial Manager for a project, based on site (GCC experience is a must).</li> <li>▪ Membership/ Chartership to RICS, the Law Society, or an Engineering Institution (or equivalent) – Fellow grade would be considered beneficial</li> <li>▪ Expensive experience in infrastructure &amp; marine projects.</li> <li>▪ Experienced in construction procurement processes and procedures.</li> <li>▪ Experienced in claims management including counter claim.</li> <li>▪ Experienced in construction law, Arbitration, Meditation and Litigations.</li> <li>▪ Presentation Skills.</li> <li>▪ English Language (Arabic is a plus).</li> </ul>	<p>HPP004</p>



Position: Sr. Planning Engineer	Educational Background, Qualifications, Skills and Experience	Code
<p><u>Role Objective:</u></p> <ul style="list-style-type: none"> <li>Ensure the project master schedule is effectively managed and provides sufficient visibility to the achievability of programme, highlighting potential risks to achieving Project Timely Completion.</li> <li>Responsible for the oversight of the project master schedule, providing control on the consultant's schedule management, master programme, and reviewing the Contractors' programmes, ensuring the works progress, critical path, cost and resource loading and reviewing any time impact analyses (TIA) where variations or claims are submitted and recovery plans that impact the schedule.</li> <li>Report to the project team any schedule variance not previously identified and any concerns with the schedule management, master programme, contractor's programme, time impact analysis and/or recovery plans.</li> </ul> <p><u>Detailed Roles and Responsibilities:</u></p> <ul style="list-style-type: none"> <li><b>Develop and review the project master schedule.</b></li> <li><b>Plan, coordinate and supervise all planning and scheduling activities.</b></li> <li>Monitor updates to the schedule against programme baseline. Focus on delay analysis, mitigation and consequences.</li> <li><b>Organize, implement and maintain scheduling management system supporting identified projects and their plans.</b></li> <li>Review consultants analysis of contractors time impact analysis and extension of time recommendations as required. Review recovery plans of consultants and contractors.</li> <li><b>Coordinate with the project team to understand scope of work and update detailed schedules, cost information and identification of variances from original plan.</b></li> <li><b>Evaluate the project schedule progress and performance and identify problem areas.</b></li> <li><b>Analyze critical path and constraints to determine effect of changes to schedule and recommend work-around.</b></li> <li><b>Suggest management of risks affecting project schedules and interfaces.</b></li> <li><b>Develop and maintain periodic status reports related to the project progress.</b></li> <li><b>Conduct analysis to determine alternative courses of action or recovery on slipped schedules.</b></li> <li><b>Manage complex planning tasks and review consultant proposals related to planning.</b></li> <li><b>Develop cost and resource loaded schedules, verify contract expenditures and compliance.</b></li> </ul>	<ul style="list-style-type: none"> <li>Minimum of a Bachelor University degree in Project management for construction or in an Engineering discipline.</li> <li>Minimum of 15 years' of proven experience in the construction/infrastructure with at least 5 years of those on a managerial role and based on site. Preferably with extensive experience working on similar projects (GCC experience is a must).</li> <li>CIOB or RICS qualified in Scheduling Management (or equivalent).</li> <li>PRINCE2 trained, PMP (or equivalent).</li> <li>Experience of project management methodology, tools and techniques.</li> <li>Knowledge of schedule construction management and construction methodology.</li> <li>Knowledge of risk management for construction.</li> <li>Knowledge of Critical Path Analysis, Time and Impact Analysis, Cost and Resource Loading.</li> <li>Knowledge of Earned Value Management, including calculation of Key Performance Indicators.</li> <li>Presentation Skills.</li> <li>English Language (Arabic is a plus).</li> </ul>	<p>HPP005</p>