



**DanaEnergy**

# Senior Contract Specialist

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## 1. Responsibilities and Duties

- A to Z contract clause negotiation, contract analysis and contract management until completion of the contract specially in Oil and Gas Sector.
- Claims & Dispute Resolution.
- Prepare, review and manage correspondence between Dana, the customer and sub-contractors and any third parties arising out of contracts.
- Identify rights and obligations of all contracting parties under the Contract or otherwise and support Project Management in the administration of the contractual issues of the project to ensure strict compliance of contract.
- Support Business during contract pre-award period in understanding and early identification of the nature, risks and opportunities of proposed contracts.
- Responsible to provide guidelines to lessen the quantity of lawsuits against the company.
- Write, review, analyze, modify and negotiate contractual documents to achieve acceptable risk levels.
- Pro-active participation in Project Handover Workshops and Project Review Meetings.
- Provide clear contractual analysis and advice to project team on matters concerning contractual obligations, contract risk and claim management.
- Summarize and prepare risk summaries for review and approval by management.
- Handling the final closing of transaction, in accordance to MOU provided procedures and deliverable
- continuous cooperation with Dana energy Legal Department.

## 2. Job Specifications

### Education:

- At least a Bachelor Degree in Law.

### Experience:

- At least 5 years of experience in related positions.
- At least 3 years of experience in Oil and Gas Industry or energy field.

Knowledge & Skills:

- Familiarity with International oil contracts and detailed essentialities.
- Familiarity with different types of contract issues in oil and gas fields.
- Extensive experience in negotiating contractual documents, and implementing contracts.
- Excellent communication, writing, meeting facilitation skills.
- Proficiency in English language both written and spoken.

Behavioral qualities:

- Detail-oriented with excellent documentation skills.
- Fundamental analytical and conceptual thinking.
- The ability to communicate with clarity and confidence.

Employment type: Full Time

Work Location: Tehran