

Contracting and Procurement Manager

The Zophia Wind Farm is a combination of green energy, community well-being, and environmental protection. It is located in the southern part of Ukraine in the Yakimivka District of Zaporizhia region and it comprises three Zophia wind farms: Zophia I (42.5MW), Zophia II (300MW), Zophia III (450MW), with an overall planned capacity of 792 MW. Once built and operational, it will produce enough to power over 340,000 households and will contribute to a saving of 2 million tons of CO2 emissions.

Development, construction, and operation of the wind farm will be done according to internationally recognized technical, environmental and social standards. Due to its size, it will become a flagship project in Ukraine.

NBT AS, a Norway-based company which develops, operates and owns large-scale wind farms in emerging economies, is the owner of the windfarms. NBT AS has ambitious goals when it comes to renewable power, and takes pride in developing concepts to assist local communities in the area where they operate to effectuate projects that benefits the area.

We offer:

- / Challenging and interesting tasks with good development opportunities in a dynamic business environment within the renewables industry
- / Working environment with entrepreneurial and experienced colleagues
- / A small and dynamic business environment where you will be able to influence the development of the company
- / Room to create and try out new ideas and ways of working
- / Competitive terms

Contracting and Procurement Manager Profile

As Contracting and Procurement Manager, you will be responsible for development, maintenance and management of the Contracting and Procurement function for the overall Zophia Project, including providing support for drafting Contracts and Purchase Orders, and developing processes and procedures and resources/personnel.

This position is based in Zaporizhia region of southern Ukraine, whereas the main office is located in Kyiv.

Contracting and Procurement Manager Job Duties:

- / Development and maintenance of Contracting and Procurement policy and processes for the Zophia Project, including setting up all C&P procedures for the Project, and work instructions for the C&P team
- / Recruitment and management of C&P team with required resources and competencies to adequately support the Zophia Project
- / Provide support for a range of contracts: Project contracts such as Wind Turbine Generator (WTG), EPC contracts, construction contracts, etc. as well as Venture/corporate contracts such as tax support, IT services, office facilities, etc.
- / Support the whole Zophia Project Team with C&P matters and contracts, including Engineering, Construction, HSSE, QA, Cost, Planning, etc.
- / Support C&P team members with all contracts: mainly FIDIC formats, with some Ukrainian contracts
- / Ensure all the Zophia Project Team are aware of C&P processes and procedures, and assist them with compliance
- / Provide advice to the Zophia Project Team on suitable contracting strategies
- / Develop and maintain overall Zophia Project Procurement Strategy and Plan
- / Provide specialist C&P support to help negotiate and manage the development of the major Zophia Project contracts such as EPC Contracts, and the Wind Turbine Generator Supply and the Warranty

- Maintenance and Service Contracts (FIDIC Yellow and Silver books respectively, or similar) through to contract signing
- / Review and provide specialist C&P support for bid evaluations, and draft submission for the Zophia Tender Board
 - / Review Zophia Project C&P-related documents and approve from C&P perspective
 - / Maintain overview of all Zophia Project contracts in terms of progress and compliance with C&P procedures
 - / Provide specialist C&P support to Zophia Project Team for significant issues such as management of disputes, claims, Contract Amendments, etc.
 - / Preparation of C&P reports for individual Zophia Projects
 - / Participation in management meetings, as required
 - / Manage and support own team to deliver C&P tasks
 - / Participation in audits and reviews, as required
 - / Manage HSE/Quality within own area of responsibility, follow-up of HSE/HEMP and Quality action items

Contracting and Procurement Manager Skills and Qualifications:

- / C&P professional with proven (15+ years) C&P experience with projects of similar size, nature and challenges
- / Good knowledge of FIDIC contract formats and terms, and understanding of FIDIC principles
- / Good understanding/experience of IFI processes, Lenders, Borrower, Liability, Company exposure, Loans, Guarantees, Employers' Instructions, etc.
- / Working experience in former-FSU/CIS countries is an advantage
- / Motivated individual with good communication skills for team working, yet self-sufficient
- / Working language: English; Ukrainian/Russian/Chinese an advantage
- / Ability to work with diverse cultures

For further information about the job please contact Magdalena Peczek via an email at magdalena.peczek@hustadgranaas.com

Please submit your application in English by way of CV (and also preferably some references) to: info@zophiawindfarm.com