

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: CONTRACT PROCESSING OFFICER II

REPORTS TO:	Senior Contract Processing Administrator
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SUPERVISION GIVEN TO:	N/A
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DUTIES AND RESPONSIBILITIES:

- Assists in the preparation of the following:
 - Memoranda, letters (reference letters to contractors etc.)
 - Release of performance bonds letters.
 - Contract documents/termination/change in contractor/revised contract sum correspondences to NIPDEC.
- Ensures that contract documents are filed correctly for auditing purposes, thus aides with:
 - Packaging of contracts for procurement through NIPDEC.
 - Updating the bill of quantities on the database server (with read write access to these documents and forwards the relevant documents to NIPDEC as required).
 - Updating project spreadsheets accurately for the continued efficiency of the units expenditures and commitments and assist in up keeping financial statements for all funding's. Ensuring that the contract sums correspond with the totals on spreadsheets.
 - Liaising with NIPDEC to confirm final signing of contract prior to processing of payments.
- Prepares payment certificates for contractors/consultants in accordance with established governmental and professional standards.
- Performs other related duties as necessary.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:	<ul style="list-style-type: none">• Working knowledge of Microsoft office suite of software (e.g. word, excel, access etc.).
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SKILLS AND ABILITIES :	<ul style="list-style-type: none">• Good problem solving, analytical and interpersonal skills.
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MINIMUM EXPERIENCE AND TRAINING:

- Diploma in Civil/Construction from an accredited institution.
- Two (2) years related work experience.