



# Solomon Islands Electricity Authority

## trading as **SOLOMON POWER**

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### MANAGER CONTRACTS, SOLOMON POWER

Solomon Islands Electricity Authority trading as Solomon Power invites applications from qualified individuals for our **Manager Contracts** role. The role is responsible for developing the appropriate enabling environment for contract management in Solomon Power, leading the team to conduct procurement & contract management activities within Solomon Power. This will include preparing all contract documentation/tender documentation, tender evaluation and awarding contracts; managing & performing all tasks relating to contract management e.g. projects funded by World Bank (WB) under Solomon Islands Sustainable Energy Project (SISEP) & other projects as may be necessary (e.g. Solomon Islands Energy Access Expansion Project; & Solomon Islands Electricity Access & Renewable Energy Expansion Project - Phase II - SIEAREEP) & other projects.

The role reports to General Manager Capital Works (GMCW), Solomon Power. It is a full time role and based in the Solomon Islands. The person to be selected for this role will be responsible for delivering – or leading a team to deliver – the following results:

- Review existing contract document and develop contract document and tender documents for all projects in Capital Works team.
- Champion and lead tender evaluation process and prepare final contract and award of contracts to successful tenderers for projects in Capital Works Team.
- Obtaining no objection from WB, ADB and other funders for all relevant projects
- Provide comprehensive training on contract management including providing documentation and process flow charts to SP staff/team
- Provide procurement support to SP for preparing new projects, especially preparation of documents such as procurement strategy, procurement plan.
- Provide support for contract management, namely for support during preparation of any change order requests or other changes as may be needed during contract execution.

Interested individuals meeting the following requirements are encouraged to submit their applications which must include a CV detailing their qualifications, skills and professional experience.

#### **Requirements:**

**Qualification:** Engineering qualifications/experience in Electrical, Civil or Mechanical.

**Professional experience:** At least 5 -10 years' experience in the contract management including full tendering process, award and contract preparation; detailed knowledge and experience in use of AS/NZ conditions of Contract for Design, Design and Build and construction contract; detailed knowledge and use of *Fidic* or similar conditions of contracts; experience in procurement of goods & works; electricity utility working experience; demonstrated experience to produce progress reports; extensive experience in contract management /procurement/project management; and demonstrated experience to deliver outcomes within tight timeframes.

**Skills:** Demonstrated good written and oral communication skills; demonstrated experience to deliver outcomes within tight timeframes.

**Desirable attributes:** Experience working in the Pacific Region.

#### **Duration of engagement**

The initial engagement will be full time role based in Solomon Island for 12 months. The contract will be initially financed out of SISEP, which is due to close in March 2019, and is expected to be later transferred to SIEAREEP for the remaining contract duration.

Applications close end of day, Solomon Islands time, **Thursday 12<sup>th</sup> April 2018.**

"Terms of Reference" (TOR) for the role can be obtained from Solomon Power's Corporate Services Division via Ms. Lucy Piko, contactable 08.30am to 04.00pm Solomon Islands time, Monday to Friday via Solomon Power switchboard telephone numbers 38842, 38843, 38845 or 166 and then to extension 300 and/or via email address: [Lucy.Piko@solomonpower.com.sb](mailto:Lucy.Piko@solomonpower.com.sb).

Applications must include a cover letter and a clearly outlined CV that must include names and contact details for 2 referees. An application can be submitted in one of two ways: in a sealed envelope and clearly marked "**Manager Contracts**" and addressed to:

#### **Chief Executive Officer**

Solomon Islands Electricity Authority  
P.O. Box 6  
Honiara

**Attention: General Manager Corporate Services**

Alternatively you can send in your application pack to include your CV and details of 2 referees to restricted email address: [recruitment@solomonpower.com.sb](mailto:recruitment@solomonpower.com.sb), to be received before end of day, Solomon Islands time, **Thursday 12<sup>th</sup> April 2018.**