

<b>TSC Category</b>	Procurement Management					
<b>TSC</b>	Contract Development and Management					
<b>TSC Description</b>	Maximise the organisation's operational and financial performance by drafting contracts, negotiating contract terms and conditions, ensuring compliance with contract terms and conditions, and effecting amendments					
<b>TSC Proficiency Description</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>
				<b>EGS-SRM-4001-1.1-1</b>	<b>EGS-SRM-5001-1.1</b>	<b>EGS-SRM-6001-1.1</b>
				Develop and manage vendor contracts within own department	Formulate contract development and management approaches for specific projects	Synergise contract development and management approaches across project portfolios and throughout organisation
<b>Knowledge</b>				<ul style="list-style-type: none"> <li>Types of contracts</li> <li>Types of contract management software</li> <li>Technical terminologies used in engineering services</li> <li>Legal fundamentals in contracting</li> </ul>	<ul style="list-style-type: none"> <li>Application of commercial, financial and legal requirement</li> <li>Types of typical contract management practices</li> <li>Auditing policies and processes related to contract management</li> <li>Contract modification procedures</li> </ul>	<ul style="list-style-type: none"> <li>Types of organisation-wide contracts</li> <li>Types of global agreements</li> <li>Contract management lifecycles</li> <li>Relevant organisational and regulatory requirements related to contract management</li> <li>Contract modification policies</li> </ul>
<b>Abilities</b>				<ul style="list-style-type: none"> <li>Prepare new contracts using standard templates</li> <li>Arrange contract-signing and sealing</li> <li>Catalogue contracts in system upon agreement</li> <li>Manage centralised contract-filing systems</li> <li>Track adherence to contract terms</li> <li>Monitor contract lifecycles and expiries to facilitate contract renewals as necessary</li> <li>Execute contract administration tasks</li> <li>Provide records and documentation to support contract audits and dispute resolutions</li> </ul>	<ul style="list-style-type: none"> <li>Review new contracts to suggest amendments</li> <li>Approve new contracts on project basis</li> <li>Negotiate single contracts pertaining to specific projects</li> <li>Report contract progress to relevant internal and external stakeholders</li> <li>Identify performance issues against contract terms</li> <li>Lead contract management meetings</li> <li>Initiate post-contract analyses, evaluation and reporting</li> <li>Lead internal contract audits and guide others through external audits</li> </ul>	<ul style="list-style-type: none"> <li>Approve new contracts at organisational level</li> <li>Negotiate global agreements and contracts which span the organisation</li> <li>Leverage opportunities to establish global service level agreements (SLA) and preferred supplier agreements (PSA)</li> <li>Collaborate with legal department to develop contract templates and approval procedures</li> <li>Lead strategic contract review panels</li> <li>Collaborate with legal department to guide others through contract disputes</li> </ul>