

Jean BERNARD Consultant Quantity Surveyor

Follow up Contracts **Contract administrator**

Management of Projects contractual issues including third parties from commencement of contractual arrangements until settlement and final discharge of obligations.

Measure, monitor and evaluate the performance of the Project with respect to financial and commercial issues and facilitate the monitoring and follow up.

*To provide recommendations, advice and support to Project Management concerning all issues affecting the financial outcome of the Project and to coordinate the overall process of administration and control of subcontract agreements.

*Prepare and process contractual arrangements with third parties as per Company's procedures.

*Evaluate and interpret Main Contract, Sub Contracts and Supply conditions and obligations and advise Project team on liabilities and risks under the contractual arrangements.

*Manage and secure Projects interests with necessary bonds, warrantees, insurances, undertakings, etc until final discharge of obligations.

*Detect Variations and Changes to the Contract in liaison with the Quantity Surveyor and prepare, demonstrate, negotiate and follow up of Final Accounts, Variations and Claims, until settlement.

*Develop and manage contractual issues related to time and cost implications, for all contractual arrangements.

*Control, administration and reporting of each sub-contract/supply on the project, to ensure that the sub-contract/supply is properly formulated, controlled and closed out.

*To agree and submit Monthly Applications for Payment to the Engineer/Employer.

*To assist the project Director during the absence of the Project manager in reporting these milestones.