
Senior Maintenance Specialist

Location: worldwide

Expiry date: N/A

Duration: 07-08 months, with possible extension depending on project

HJK Consulting Engineers GmbH is an independent, multi-discipline consultancy service supplier in engineering & manufacturing, process & business consulting, operational services to mining, metallurgical, oil & gas industries, project implementation services (green & brown field, turnarounds), dual vocational training.

As member of International Project Management Association (IPMA), Austrian Association of Consulting Engineers (ACA, FIDIC & EFAC), Austrian Society of Engineers & Architects (OIAV) it is our self-conception that clients' will receive first class service in the fields of the company's activities

Job Description:

- advise on procurement strategy in the light of the beneficiary requirements;
- assist with establishing appropriate qualification criteria;
- advise the client and prepare technical specifications;
- assist to prepare tender documents, clarifications/explanations and other relevant information to facilitate preparation of the tender documents;
- assist with preparation of full maintenance contract, including both technical and commercial requirements;
- assist with clarifications and amendments to the tender documents, during tendering process;
- assist during tenders opening session and draft the tender opening minutes;
- assist with the evaluation of tenders and prepare evaluation report;
- assist with notification of contract award and notices to unsuccessful tenderers;
- support NAT in resolving complaints, if any;
- support the client in contract finalization

Qualifications:

- 5 years' experience in metro trains maintenance, preferably in the region of the Assignment, as well as other relevant knowledge and experience enabling to successfully:
- work closely with NAT/ECM to prepare requirements for maintenance contract reflecting best international practice and acceptable for the Lender;
- be responsible for preparation of draft maintenance contract to include in the tender documents;
- assist NAT to negotiate maintenance contract with the winning tenderer

Personal qualities:

- Must have solid interpersonal skills, and be able to work collaboratively and constructively in a dynamic and changing work environment, both individually and as part of a close team
- Must be eager to take on added responsibilities and leadership roles over time

General information:

HJK Consulting Engineers core values are represented by

- Clients Come First
- Diversity
- Expanding the Art of the Possible
- Integrity
- Partnership
- Respect for the Individual
- Shaping the Future
- Stewardship
- The Strategic Perspective
- Value Delivered