**岗位说明书——工程合同管理岗位**

所属部门：校建部 汇报机制：校建部主任

**岗位职责：**

1. 参与工程全过程的各类招标和设备服务的采购组织工作。
2. 负责工程类合同的起草、签订和谈判工作。
3. 负责工程全过程的合同及造价管理。
4. 协助做好施工期间的质量、安全、进度管理工作，参加必要的工程验收。
5. 协助办理各类审批手续。
6. 完成领导交办的其他工作。

**聘任条件：**

**必备条件：**

1. 工程类相关专业，并有中级（含）以上技术职称；
2. 本科并有5年及以上工程管理经验，或者硕士并有3年及以上工程管理经验；
3. 熟悉国家、省、市工程建设的法律、法规和规范，能掌握行业业务管理相关知识；掌握造价和合同管理专业知识；
4. 坚持原则，廉洁奉公，有一定的组织、协调能力；
5. 有一定的中英文书面和口头表达能力。

**优先条件：**

1. 有海外留学及工作背景者、有国家注册造价师证书者优先考虑。

**Job Description - Contract Management Staff**

Department: Campus Planning & Construction Report to: Director

**Responsibilities:**

1. Participate in the whole process of all kinds of engineering bidding and equipment services procurement.
2. Responsible for engineering contract drafting, signing and negotiating.
3. Responsible for managing the whole process of project contract and the cost.
4. Assist to manage the quality, safety and schedule during the engineering construction period, and participate in the acceptance testing of projects.
5. Assist to deal with all kinds of review and examination formalities.
6. Complete the other tasks assigned by the leaderships.

**Qualification:**

**Required:**

1. Major in engineering or related with intermediate technical title or above;
2. A bachelor with at least five years of working experience as project management personnel or a Master with at least three years of working experience as project management personnel;
3. Be familiar with the laws, regulations and norms of engineering construction issued by nation, province and city, and master relevant knowledge about the professions; master relevant knowledge about construction cost and contract management.
4. Stick to principles and insist anti - corruption, with strong organizing and coordinating ability.
5. Has ability of written and oral expression in English;

**Preferred:**

1. Candidate who has education background of studying abroad and registered cost engineer license is preferred.