

Position Description



Position: Manager Contracts

Position Dimensions

Location:	Port Moresby
Date PD Finalised/Updated:	12.02.2025
PD Approved By (Position Title):	General Counsel (GC)
Position Number:	KCHL03

Primary Purpose of the Position

The Manager Contracts will be responsible for managing all contractual matters within Kumul Consolidated Holdings (KCH). This includes drafting, negotiating, reviewing, and ensuring compliance with contracts related to the operations of KCH and its subsidiary State-Owned Enterprises (SOEs). The role ensures that all agreements align with legal, regulatory, and corporate governance frameworks while supporting the organization’s strategic objectives.

The Manager Contracts will report directly to the General Counsel and will play a key role in risk mitigation, contract execution, and ensuring adherence to best practices in contract management.

Reporting Relationships

This Position Reports to:

General Counsel

Direct Reports:

Nil

Key Working Relationships (Internal & External)

Internal: • KCH Executives, • SOE Leadership, • Operations, • Finance Teams. • All Business Units	External: • Government regulatory bodies • External legal counsel • Vendors, suppliers, and service providers • State-Owned Enterprises (SOEs)
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Minimum Requirements for the Position

Education and Qualifications (including Technical Competencies) required for this position:

- Bachelor’s degree in Law, Business Administration, Finance, or a related field.
- A legal qualification (LLB) or equivalent will be an advantage.

Skills, Experience and Behavioural Competencies required for this position:

- Skills**
- Strong contract drafting and negotiation skills.
 - Excellent analytical and problem-solving abilities.
 - Ability to interpret legal documents and assess business risks.
 - High attention to detail and ability to manage multiple contracts simultaneously.
 - Strong communication and stakeholder management skills.
 - Proficiency in Microsoft Office and contract management software.

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Experience

- Minimum 5–7 years of experience in contract management, corporate law, or commercial negotiations, preferably in a state-owned enterprise (SOE) or corporate legal environment.
- Experience in negotiating high-value contracts and dealing with government regulations and compliance.
- Strong understanding of contract law, commercial transactions, and risk management principles.

Key Accountabilities

Contract Development & Management

- Draft, review, and negotiate contracts, agreements, and memoranda of understanding (MoUs) to ensure they are legally sound and aligned with KCH's interests.
- Maintain a centralized contract management system to track contract status, renewals, and obligations.
- Ensure all contracts comply with relevant legal and regulatory requirements, including the **IPBC Act** and other applicable laws.
- Develop standardized contract templates to streamline the contracting process

Stakeholder Engagement & Negotiation

- Liaise with internal stakeholders, government agencies, and external partners to ensure contractual obligations align with KCH's operational and investment strategies.
- Lead contract negotiations with vendors, contractors, and service providers to secure favorable terms for KCH.
- Provide training and support to internal teams on contract management best practices

Team Work

Participate and contribute to an effective and productive team including;

- demonstrate on a daily basis personal behaviour that uphold KCH values
- contribute to the effectiveness of the team through productive personal behaviour.
- taking personal accountability for own development
- being persistent with improvement ideas, including building team member buy-in to ideas
- Active participation in Self Performance, Self-Assessment
- develop a good working relationship with all employees

Incumbent:

Signature:

Date:

Risk Management & Compliance

- Identify and mitigate risks associated with contractual agreements, ensuring compliance with national legislation and corporate governance requirements.
- Work closely with the General Counsel to assess and manage legal risks in contractual matters.
- Monitor contract execution and performance, ensuring all parties meet their obligations.
- Provide legal advice on contract disputes, terminations, and breaches of contract.

Reporting & Documentation

- Ensure proper documentation and record-keeping of all contractual agreements.
- Prepare periodic reports for senior management on contract performance, risk assessments, and compliance status.
- Support audits and reviews of contract-related processes as required by internal and external auditors.

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Signature:

Date: