

JOB DESCRIPTION

Function: Regulatory, Licensing & Contract Management Division	Date:
Position: Regulatory, Licensing & Contract Management Director	No. of subordinates: 3
Immediate Supervisor (position): Managing Director	

POSITION PURPOSE

Manage the compliance with the regulatory framework for the overall project, secure fully valid licences and oversee the tendering & contract award procedure

MAIN RESPONSIBILITIES

Studies and Licensing

- Supervise the preparation of environmental, feasibility, cost benefit and other studies
- Prepare the documentation for the issuance of the administration licence and operations licence
- Develop the Major Project Application Form
- Collect / review and file all necessary documentation for licences
- Keep stakeholders informed at all stages of licensing

Regulatory Affairs

- Keep himself/herself updated on regulatory issues and keep stakeholders informed
- Supervise the drafting and support of documents related to regulatory issues (e.g., TAC, TUA, IUA, SCA, CEA, TC, Certification)
- Have the responsibility for the agreements with the Downstream Operator/s – DESFA (ARCA, Connection Agreement, IA) and the Administrative Services Agreement

Contract Management

- Negotiate, sign, administer and manage contracts related to O&M Management, Marine Services, Waste Management and other related areas
- Supervise the drafting of prerequisites and support in tendering procedures, related to the contracts regarding e.g., O&M, Marine Services, Waste Management and others
- Control / check delivered goods through procurement and check deliverable contracts

General

- Communicate with RAE and the Downstream Operator/s
- Maintain close relations with public authorities in general
- Work closely with all departments across the organization

QUALIFICATIONS

- Bachelor's degree in Engineering
- Previous experience of at least 8 years in similar jobs (preferably in the energy sector)
- Experience in public sector's processes
- Knowledge of legal, environmental and other related frames
- Presentation skills
- Proficiency with MS Office (MS Excel, MS Word)
- Excellent knowledge of Greek and English (verbal and written)

ADDITIONAL QUALIFICATIONS

- Flexibility
- Planning and Organization
- Problem solving
- Accountability
- Negotiation skills
- Time management