

Eng. Munira Khlaif Al Enzy

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Professional Summary

More than 28 years of experience in various highway projects with the Ministry of Public Works in the State of Kuwait and Jordan, working on different tasks and activities related to contract administration and design. Assigned by Client to manage International Consultant's/Contractor's agreements & Contracts as a Project Engineer (Managing all agreement/contractor tasks and design) and adviser to the Assistant Undersecretary of Roads Engineering Sector, the Ministry of Public Works, Kuwait.

Work Experience

May 2007 – Current: Ministry of Public Works, Roads Engineering Sector, State of Kuwait.

Chief Contract Specialist

Participated in many Value Engineering study workshops.

- Managing and overseeing the Contracts and Agreements of Contractors and Consultants ensuring that the requirements of the contract documents are implemented and maintained throughout the Contract period.
- Review all contractual notices of claims and provide contractual advice to the Senior Management in their administration of the Construction Contract.
- Interaction with the Client representatives, the Project Management Consultant, other Consultants, and relevant Contractors in respect of all contractual matters.
- Review all contractual conditions to ensure congruity and minimize patent and latent ambiguities.
- Administer ongoing Contracts, including monitoring Contractor compliance with the Contract documents.
- Investigate problems and recommend corrective action, prepare correspondence and maintain records necessary to ensure the effective administration of all Contractual matters.
- Facilitate the preparation of Contract changes and prepare the relevant variation orders as an owner, Consultant, or contractor's Quantity Surveyor/contract administration.
- Facilitate the contract close-out procedures to ensure that all terms and conditions of contracts have been complied with prior to final payment to the contractor.
- Ensure that all contractual procedures are implemented and maintained take the lead on all contractual matters.
- Review of Contractor's claims in accordance with the provisions of the Contract and ensure the Client's interests are protected.
- Preparation of many highway designs and supervision terms of reference (TOR).
- Identify contractual problems and solve many dispute matters between contractors, consultants, and clients.
- Establish contractor and consultant pre-qualification criteria. Researched evaluation of international consultants and contractors.
- Responsible for conducting all necessary procedures from bidding to awarding the contract. Preparing contractual letters and all correspondence between clients and stakeholders.
- Responsible for pre-award activities including bid invitation preparation, evaluation of bids, negotiation contract preparation, award formalities, coordination with the audit bureau, and replying to all their inquiries.

- Reviewing post-award activities including such as coordinating all contract submittal and correspondence, preparation, and processing of all variation orders, claims, and closeouts.
- Reviewing, preparing, and studying extension of time(EOT) for many road projects.
- Reviewing and studying financial and technical proposals submitted by international consultants.

November 2005 – May 2007: Ministry of Public Works. State of Kuwait

Contract Advisor

Worked as a contract advisor for the Assistant Under Secretary of the Minister consulting office, State of Kuwait.

- Review Terms of Reference for Road Projects.
- Participating as a member in the Evaluation Committee for selecting an International Consultant for Highway design & supervision services and preparation of main and sub-criteria for evaluation.
- Analyze claims submitted by an international or local consultant or contractor and suggest recommendations.
- Review variation orders from technical and contract requirements.
- Review tender and contract documents.

January 1999 – November 2005: Ministry of Public Works - Jordan.

Head of Design Section - Road Studies Department

- Prepared all required Geometric designs for main and village Roads
- Preparation of terms of reference (TOR) for Highway design projects
- Review of many highways geometric designs done by local consultant
- Solving dispute matters and claims between clients and contractors
- Taking over highway work
- All other works related to contract and design works.

October 1995 – January 1999: Ministry of Public Works, Road Construction Department, Jordan.

Project Engineer (Highway)

- Manage all contract issues related to client and contractor
- Review geometric design drawings done by a consultant
- Supervising and site inspections for all site activities.
- Participating in solving technical matters in drawing regarding utility conflict and relocations
- Review any variation orders that occurred in contract conditions and agreement
- Studying and analyzing all the dispute matters between consultant and contractor.

September 1993 – September 1995: Research and Teacher Assistant - University of Jordan

Engineering economy course, Faculty of Engineering and Technology

Lecturer in engineering economy

Education Qualifications:

- Master's degree, M.Sc. in Highway and Traffic Engineering

University of Jordan, Amman, Jordan, December 1994

- B.Sc. Degree in Civil Engineering, Faculty of Engineering and Technology
University of Jordan, Amman, Jordan, June 1992

Certificates

- Associate Member of The Chartered Institute of Arbitrators, CI Arb, England
- FIDIC condition of contracts
- Contract and variation orders management course
- Contract Conditions Course, variation orders and a decision matrix
- Value Engineering Study workshop participation certificate
- Quality Management Systems & ISO 9001:2000 standards
- FHWA-NHI-380070B, Highway Safety Manual Practitioner Guide for geometric design
- Participating in a Traffic Safety seminar
- Primavera III Advanced level
- Road feature inventory
- Land development and Civil design
- Autodesk civil 3D 2005
- AutoCAD
- Many appreciation certificates.