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**CONTRACTS MANAGER  
OREZONE BOMBORÉ SA  
("OBSA")**

**Position Summary**

Reporting to the Project Director, the Contracts Manager will have a primary responsibility for the administration, monitoring and accountability for OBSA issued contracts and scopes of work and reporting on key contractual metrics. Additionally, the role requires input into the overall project controls function of the EPCM engineer and owner's scopes.

**The Company / Project**

The Bomboré Gold Project is located in Burkina Faso, approximately 85 kilometres by paved highway, southeast of the capital city, Ouagadougou. A large 5.2 Mtpa oxide ore mill was successfully constructed in 2021/22 and operations commenced in late 2022 with a rapid ramp up to nameplate throughput by the end of 2022. The mine is scheduled to produce approximately 150,000 gold ounces in 2023.

The Company is now in the advanced planning stages for a large expansion to mine and process the underlying hard rock deposits. Engineering and construction works are scheduled to commence in Q1-2024 with an expected construction duration of 12-14 months and expanded production to start in Q3-2025. As part of this expansion the Company is currently undertaking several projects including a large-scale community resettlement construction and associated infrastructure, water dam and road construction and ongoing Tailings Storage Facility expansion. The Company will also connect to the national grid by installing a 23km overhead powerline and associated sub-station which is scheduled for completion by the end of 2023.

The project is owned 90% by the Orezone Gold Corporation ("OGC", a publicly listed company on the TSX) and 10% by the government of Burkina Faso. The directors and management of OGC have a proven track record of discovering, financing, constructing and operating mines in West Africa and abroad. For more information, please visit [www.orezone.com](http://www.orezone.com).

**Essential Duties and Accountabilities**

- Ensuring that OBSA contracts are executed and administered (business commercial processes are adhered to and implemented) in a legal and accountable manner.
- Commercial management including financial reporting (actual vs budget trending), negotiating, and agreeing contracts, contract administration, risk identification and management, and to ensure all construction packages are planned and executed in a safe and cost-efficient manner, generally in accordance with OBSA Health, Safety and Environmental policies and regulatory requirements.
- Effective management of budgets, forecasts, and cash flow, as well as stringent cost controls and associated payment procedures.
- Coordinating interdepartmental interactions for systems integration, information, and cooperation.

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**Contract Administration & Tenders**

- Produce progress reports, updated costs, forecasts and contract reconciliations.
- Effective application and monitoring of stringent cost controls.
- Ensure daily tracking schedules and re-measurable quantities are up to date and accurate.
- Assess Contractors end of month Interim Payment Applications.
- Approve and issue end of month Interim Payment Certificates.
- Ensuring contractual compliance, management and resolution of contractual issues.
- Draft Contract Notices.
- Issue variations and decision on Claims.
- Reconcile and issue contractor back charges.
- Reconcile, assess and approve Custom Duty invoices.
- Produce close out reports on contracts for final payment including associated hold-backs.
- Collate input into RFQ scope and cost drivers and produce invitations to tender.
- Adjudicate tender returns in accordance with budgets, attend to queries and produce report and recommendations.
- Execute contract development and finalization with Legal department.
- Coach personnel on commercial practices and procedures.

**Project Controls**

- Produce progress reports, updated costs, forecasts and contract reconciliations.
- Develop Earned Value & monthly update of the Earned Value.
- Weekly and monthly project report collation and submission.
- Analysis of cost vs budget and provide feedback to stakeholders.
- Ensure the financial department and project team are aligned in respect of workflow, information and payment periods.
- Develop the integration of the schedule (WBS) and budget (Cost Estimate).
- Implement the risk management process, review risk register and check risk controls.

**Skills, Knowledge & Experience**

- Qualified Quantity Surveyor or Contract Administration (Degree / Diploma),
- Ten (10) years demonstrated experience in a Contract Administration function on a development project,
- Ability to work autonomously, having been presented with the scope overview and guidelines,
- Excellent written and verbal communication skills, and stakeholder engagement experience,
- Familiarity and knowledge of mine site HSE systems and policies,
- Bilingual capability in French and English (spoken and written),
- Cross cultural awareness,
- Working knowledge of any required computer software programs, and
- Excellent team-building and leadership skills.

**Term**

The position is an initial fixed term employment contract for a period of 33 months covering the hard rock construction expansion phase of the Bomboré gold mine. Preference will be given to candidates that can start immediately.

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**Remuneration / Rotation**

Flexible depending on qualifications and experience. The successful candidate will undertake the standard OBSA expat site-based rotation schedule of 7 / 3 weeks (R&R), which may be adjusted from time to time in accordance with the Company's COVID policies and any international travel restrictions.

**Location**

This role will be based at the Bomboré mine site.