

Contract Manager

Vacancy: Contract Manager

A mission that matters

To achieve its climate goals, the Netherlands is committed to achieving carbon-free electricity. Nuclear Energy Organisation Netherlands (NEO NL) contributes to this by building and operating two new nuclear power plants, on behalf of the government. It is one of the most ambitious energy projects the Netherlands has ever seen. At NEO NL, your work will directly contribute to this national ambition and make an impact that lasts for decades. To make this assignment a success, we need extraordinary people. People like you.

For the start-up phase of NEO NL, we are looking for: Contract Manager

Your assignment

As a Contract Manager, you will support the commercial and contractual management of strategic procurement activities for major projects. Working closely with procurement, legal, technical and project teams, you will contribute to the development, evaluation and administration of contracts during the tender phase while supporting the management of selected contracts during execution.

Your key activities include:

Tender & Contract Management

- Support the preparation, review and administration of tender documentation, including contractual terms and commercial requirements.
- Participate in the clarification, evaluation and negotiation of bids, ensuring consistency between commercial, legal and technical requirements.
- Assist in drafting contract amendments, correspondence and contractual deliverables throughout the procurement process.

Commercial Administration

- Support the commercial management of awarded contracts, including variations, payment applications, securities, insurances and contractual deliverables.
- Monitor contractual obligations, key milestones and commercial risks throughout contract execution.

Contract Governance

- Maintain contract documentation, correspondence and commercial records in accordance with internal governance requirements.
- Ensure contractual compliance with internal procedures, procurement rules and applicable regulatory requirements.

Risk & Stakeholder Management

- Identify contractual and commercial risks, escalate issues where appropriate and contribute to mitigation strategies.
- Collaborate with multidisciplinary teams including Procurement, Legal, Engineering, Project Controls and Project Management to support informed commercial decision-making.

Reporting

- Prepare commercial reports, contract status updates and procurement documentation to support project governance and management reporting.

Your background and experience

- A Master's Degree or an equivalent level of education.
- Substantial general work experience (6 to 10 years) with comprehensive, independent expertise in contract management and procurement.
- Advanced proficiency in administering, monitoring, and managing complex multi-party contracts.
- Strong track record in costing, budgeting, expense forecasting, and financial resource allocation.
- Proven capability in contract negotiations, conflict resolution, and managing subcontractor dynamics.

We also value if you have:

- Direct experience within construction project delivery, large infrastructure, or complex

logistics/supply chains.

- Technical competence in managing contract compliance, performance monitoring KPIs, and project scope documentation.
- Familiarity with logistics and supply chain systems, vendor management tools, or supplier contract management systems.
- Experience working on public sector tenders or within highly regulated frameworks (such as the Aanbestedingswet).

Competencies

At NEO NL, everyone needs four core competencies to be successful: Learning Agility, Collaboration, Responsibility, and Communication. For this role, we additionally look for:

- **Manages Complexity:** Able to make sense of complex, high-quantity, and sometimes contradictory information to effectively solve problems and accurately define key elements of ambiguous situations.
- **Ensures Accountability:** Holds self and others accountable to meet commitments, tracking performance, enforcing goals, and learning from both success and failure.
- **Business Insight:** Applies deep knowledge of business and the marketplace to advance the organization's goals, leveraging insights to drive critical initiatives.

What we offer

- **A strong and committed team** – Become part of a diverse and ambitious team of 100 professionals who share a common goal and mission.
- **A culture of trust and ownership** – We believe in responsibility, collaboration, open communication, and a safe working environment.
- **Dynamic environment** – Experience the energy of building a new organisation step by step, and two nuclear power plants that will help the Netherlands for many decades from now.

About the organisation

NEO NL is a state-owned company. Our mission is clear: deliver long-lasting nuclear energy solutions that support the Dutch ambition of climate neutrality. With unmatched standards of quality and safety, and driven by deep expertise and responsibility, we are creating a resilient energy system while advancing nuclear knowledge for generations to come.

At NEO NL, you won't just have a job, you will have a once in a lifetime opportunity to ensure the Netherlands becomes less dependent of fossils fuel, and to have clean and reliable energy for generations to come. You will be part of an ambitious, supportive, and international team, working at the forefront of policy, technology, and society.

This is your chance to make history. Join us and be part of something that lasts.

Want to know more?

Please contact our Corporate Recruiter, Dominique Pichard, at d.pichard@minezk.nl

For more information, visit: www.neonl.com

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