



JOB DESCRIPTION

Position Title:	Sr. Contracts Negotiator	Position Type:	Exempt
Department/Group:	Legal/Contracts	Location:	Dallas, TX
Reports To:	Contracts Manager	Direct Reports:	0

Company Description

Kosmos Energy is a leading deepwater exploration and production company focused on meeting the world’s growing demand for energy. We have diversified production, a world-class gas development, and value creation opportunities from exploration in the proven basins where we operate.

Our key assets include production offshore Ghana, Equatorial Guinea and U.S. Gulf of Mexico, as well as a world-class gas development offshore Mauritania and Senegal. We also maintain a sustainable proven basin exploration program in Equatorial Guinea, Ghana and U.S. Gulf of Mexico. Kosmos is listed on the New York Stock Exchange and London Stock Exchange and is traded under the ticker symbol KOS.

As an ethical and transparent company, Kosmos is committed to doing things the right way. The company’s Business Principles articulate our commitment to transparency, ethics, human rights, safety, and the environment. Read more about this commitment in our Corporate Responsibility Report. For additional information, visit www.kosmosenergy.com.

Basic Function

Drafts and negotiates procurement contracts in support of exploration and production operations and corporate activities. Provides a variety of analytical, compliance, process improvement and administrative services related to commercial agreements affecting all aspects of international exploration and production activities. Stays abreast of international laws, political environments, cultures and regulations.

Essential Responsibilities and Job Duties

- Supports the business’ operational and strategic contractual requirements.
- Coordinates with Legal, Risk, Tax, Compliance and Treasury Departments to ensure that all contracts represent the company’s financial and risk profile tolerances.
- Analyzes procurement contracts affecting oil and gas exploration, development, production and transportation activities in foreign countries to ensure these insights are incorporated into contracts and contracting strategies.
- Prepares, reviews, analyzes, modifies, negotiates, executes, and administers agreements for the acquisition of goods and services including but not limited to Master Service Contracts, Consulting Agreements, amendments, work orders, service orders.
- Mentors the Contracts staff.
- Facilitates contract compliance by reviewing and updating processes and ensuring proper communication of requirements.
- Provides general contractual and commercial advice to business team members.
- Keeps current on regulations, political risk factors and industry changes that may impact the company.
- Coordinates with the company’s compliance group to ensure adherence on Foreign Corrupt Practices Act (FCPA) compliance requirements.



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- Ensures international contracts meet all local country/concession laws and regulations.
- Works with international offices on contract adherence to company and country requirements.
- Enables internal customers to succeed in a manner that meets the company's risk profile and protects its interest.
- Handle other projects, duties and responsibilities as assigned.

Qualifications and Education Requirements

- 8 - 15 years of international and/or domestic contracts experience in the Oil and Gas industry or related field is desired
- Bachelor's Degree in a technical or business discipline is required
- A JD degree is preferred, but relevant experience may be considered in lieu
- Knowledge of contracts involved in drilling, production, exploration and deepwater major project is preferred
- Knowledge of insurance and indemnity structures utilized in contracts
- Strong general business and contract drafting experience
- Experience negotiating terms and conditions, and incentives for contracts with the ability to anticipate, identify, and resolve complex contractual issues
- Knowledge of FCPA compliance requirements
- Original, creative thinker with the ability to formulate and express a contrarian viewpoint
- Able to work in a fast-paced environment

Attributes

- Strong interpersonal and communication skills
- Proven ability to prioritize and multi-task
- Exceptional productivity skills. Can be relied on to get the job done accurately and on time.
- Has little need for close management supervision and direction and is comfortable and effective in an informal operating environment
- Proven ability to collaborate with team and generate solutions
- Must be an energetic self-starter with a passion for their work. An engaged, "hands on" team player
- Ability to handle and protect sensitive information in a confidential and professional manner
- Must be able to work with diverse employees, partners and governments from all parts of the world
- Ability to handle multiple tasks and to coordinate efforts with other departments as required
- Advanced problem solving, time management, and decision-making skills required
- Advanced written and verbal communication skills, with the ability to partner effectively with all levels of staff

Physical Requirements and Working Conditions

Must possess mobility to work in a standard office setting and to use standard office equipment (computer, printer, copier, etc.) stamina to maintain attention to detail despite interruptions, strength to



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lift and carry files weighing up to 25 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person and over the telephone

All qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, disability, veteran status, age, marital status, pregnancy, genetic information, or other legally protected status.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	