



JOB DESCRIPTION

Position Title:	Sr. Contracts Negotiator	Position Type:	Exempt
Department/Group:	Legal/Contracts	Location:	Houston or 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 oil and gas production from assets offshore Ghana, Mauritania, Senegal, and the Gulf of America. Additionally, in the proven basins where we operate, we are advancing high-quality development opportunities, which have come from our exploration success. 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 the Kosmos Sustainability Report. For additional information, visit www.kosmosenergy.com.

Basic Function

Drafts and negotiates procurement and operations related contracts in support of exploration, development 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 exploration, development and production activities. Stays abreast of laws, political environments, industry/market standards, and regulations.

Essential Responsibilities and Job Duties

- Supports the business’ operational and strategic contractual requirements.
- Assesses commercial risk, cost exposure, and value optimization in contracts and coordinates with the business team, Legal, Supply Chain, Risk, Tax, Compliance and Treasury Departments to ensure that all contracts represent the company’s financial and risk profile tolerances.
- 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, facilities related agreements, amendments, work orders, service orders.
- Supports Supply Chain in the competitive bid process by preparing or updating model contract templates for bid packages and by reviewing and scoring supplier contract redlines to inform supplier selection.
- 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 with Foreign Corrupt Practices Act (FCPA) compliance requirements.
- Ensures international contracts meet all local country/concession laws and regulations.
- Works with international offices on contract adherence to company and country requirements.



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- 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 domestic and/or international contracts experience in the offshore oil and gas industry or related field is desired
- Bachelor's Degree is required
- Knowledge of contracts involved in drilling, development, production, exploration and offshore 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 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



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

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