



# VACANCY ANNOUNCEMENT

**Job Title:** WAREHOUSE & STOCK COORDINATOR

**Job Type:** Full Time

**Reports to:** N+1: Head of Logistics | N+2: Operations Director

**Location:** Marine Storage Terminal, Tanga

## WHO WE ARE

The East African Crude Oil Pipeline (EACOP) project is a Midstream development located across Uganda and Tanzania that includes a nearshore Marine Storage and Export Terminal (MST). Once completed, the EACOP Company will operate the East African Crude Oil Pipeline, a 1,443 km long, electrically heated crude oil export pipeline that transports oil from Kabaale - Hoima in Uganda, to the Chongoleani Peninsula near Tanga Port in Tanzania for crude export to the international markets.

## JOB DIMENSIONS/ GENERAL JOB DESCRIPTION

- Manages all activities of the various EACOP warehouses at MST (main warehouse), PS-1, PS-4 & PS-5.
- Manage the Warehouses Specific Maintenance Contract (SMC).

## DUTIES & RESPONSIBILITIES

In accordance with policies and procedures in place in EACOP, The Warehouse & Stock Officer is responsible for:

- Provide support for inventory management and warehousing activities.
- Reviews material and cargo handling and storage tasks.
- Follow-up of all transport vehicles dispatched to the operational sites.
- Responsible for proper database management for electronic documentation related to material delivery.
- Monitors warehouse inventory levels and place orders as required.
- Provides information to customers (maintenance and operations teams) on the status of their orders.
- Ongoing follow-up with suppliers for out-of-stock goods.
- Continuously tracks inventory at our warehouse, manages receipt and labeling issues with the warehouse supervisor.
- Monitors expected delivery times and identifies any delivery delays to proactively intervene with suppliers to correct the situation.
- Handles products to ensure quality.
- Organize MST main warehouse catalogue goods, plan routes and process shipments.
- Carries out periodic site visits (to PS-1, PS-4 & PS-5) to ensure compliance with approved warehouse management rules and procedures.

## HEALTH, SAFETY & ENVIRONMENTAL RESPONSIBILITIES

EACOP is committed to ensuring that the health, safety and welfare of workers, communities, and the environment are well addressed and managed. Therefore, the employee is mandated to:

- Fully complies with Company H3SE (Health, Safety, Social, Security & Environment) policies and Life Saving Rules.
- Actively participates in HSEQ and promotes this culture to co-workers.
- Remain vigilant and maintain continuous awareness of potential unsafe conditions.
- Communicates to management any HSE related concerns and ways to improve them.
- Maintains a workplace & workspace that is safe, clean, and always neat – practice good housekeeping.

## QUALIFICATIONS / EXPERIENCE REQUIRED

### Academic Qualifications:

- Bachelor's degree or Advanced Diploma in one of the following fields: Taxation, Customs, Accountancy, Finance, Economics, Business Administration, Law or equivalent.

### Experience Required:

- Proficiency in English, both spoken and written.

- Knowledge of the processes used in operational logistics: transportation regulations practices, routes, contacts, best practices.
- 10 years' experience in logistics operations involving warehouse management.
- Adaptability, diplomacy, rigor.
- Compliance with procedures.

## HOW TO APPLY

The applicant must submit his/her Curriculum Vitae CV and a Cover Letter explaining why he/she is the suitable candidate for the position. Applicants are also required to provide details of three (3) referees one of whom should be the most recent employer. **Please submit your application only through ANY of the contact information provided below. Application deadline is on 30<sup>th</sup> September 2024.**

**Air Swift:** [airswift.com](mailto:airswift.com)

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**Seaowl:** [sestz@seaowlgroup.com](mailto:sestz@seaowlgroup.com)



**NOTE: No payment is required at any stage of the recruitment process.**



# VACANCY ANNOUNCEMENT

**Job Title:** OPERATIONS LOGISTICS COORDINATOR

**Job Type:** Full Time

**Reports to:** N+1: Head of Logistics | N+2: Operations Director

**Location:** Marine Storage Terminal, Tanga

## WHO WE ARE

The East African Crude Oil Pipeline (EACOP) project is a Midstream development located across Uganda and Tanzania that includes a nearshore Marine Storage and Export Terminal (MST). Once completed, the EACOP Company will operate the East African Crude Oil Pipeline, a 1,443 km long, electrically heated crude oil export pipeline that transports oil from Kabaale - Hoima in Uganda, to the Chongoleani Peninsula near Tanga Port in Tanzania for crude export to the international markets.

## JOB DIMENSIONS/ GENERAL JOB DESCRIPTION

- Manages all aspects of Facilities and General Services for EACOP properties in Tanzania.

## DUTIES & RESPONSIBILITIES

In accordance with policies and procedures in place in EACOP, Operations (Logistics) is responsible for:

- Manage all facilities' service contracts including but not limited to vehicle maintenance, utility maintenance, housekeeping, domestic waste disposal, catering contracts, etc.
- Be point of contact (interface) for all community landlords within EACOP operational areas.
- Scheduling transportation services including site shuttles within an operational area.
- Manage and monitor inter-site personnel movements especially to unmanned stations.
- Allocating drivers and planning routes.
- Management of diesel inventory at all sites and supply to operational vehicles.
- Periodic site visit for audits, inspections and visual evaluation of operational needs for non-technical materials and interventions.

## HEALTH, SAFETY & ENVIRONMENTAL RESPONSIBILITIES

EACOP is committed to ensuring that the health, safety and welfare of workers, communities, and the environment are well addressed and managed. Therefore, the employee is mandated to:

- Fully comply with Company H3SE (Health, Safety, Social, Security & Environment) policies and Life Saving Rules.
- Actively participate in HSEQ and promote this culture to co-workers.
- Remain vigilant and maintain continuous awareness of potential unsafe conditions.
- Communicate to management any HSE related concerns and ways to improve them.
- Maintain a workplace & workspace that is safe, clean, and always neat – practice good housekeeping.

## QUALIFICATIONS / EXPERIENCE REQUIRED

### Academic Qualifications:

- Bachelor's degree in business administration, logistics or related field with.

### Experience Required:

- 5+ years of experience in Logistics operations involving facility management and maintenance.

- Rigor.
- Good communication skills.
- Excellent time management and organizational skills.
- Knowledge of logistics software or transportation management systems.
- Basic accounting knowledge.

## HOW TO APPLY

The applicant must submit his/her Curriculum Vitae CV and a Cover Letter explaining why he/she is the suitable candidate for the position. Applicants are also required to provide details of three (3) referees one of whom should be the most recent employer. **Please submit your application only through ANY of the contact information provided below. Application deadline is on 30<sup>th</sup> September 2024.**

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## VACANCY ANNOUNCEMENT

**Job Title:** OFFICE ADMINISTRATOR

**Job Type:** Full Time

**Reports to:** General Service Officer

**Location:** Tanga, Tanzania

### WHO WE ARE

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### JOB DIMENSIONS/ GENERAL JOB DESCRIPTION

#### To be responsible for:

- Ensuring the smooth running of EACOP Tanzania – Tanga Branch Office.

### DUTIES & RESPONSIBILITIES

- Handle Telephone and Correspondence Management: Efficiently manage incoming phone calls, emails, letters, and packages, ensuring timely and accurate responses.
- Guest Reception and Hospitality: Greet and welcome guests upon arrival, providing a courteous and professional first impression of the office.
- Reception Area Maintenance: Maintain a clean, organized, and presentable reception area, ensuring that all necessary stationery and materials are readily available.
- Office Safety and Operations: Ensure a safe working environment for staff and visitors and oversee responsible operations of the office facilities.
- Office Supplies Management: Order and manage office supplies, including stationery, consumables, and furniture, and maintain accurate inventory records.
- Travel and Accommodation Coordination: Arrange travel and accommodation for both visiting and resident employees, ensuring logistical needs are met efficiently.
- Expense Tracking and Record-Keeping: Maintain up-to-date records of office expenses, including LUKU bills, meals, and other costs, ensuring accurate financial tracking.
- Meeting and Event Organization: Organize meetings, schedule appointments, and coordinate catering for company events, ensuring all logistical details are handled effectively.
- Additional Duties: Perform any other related tasks as assigned to support the smooth operation of the office.

### HEALTH, SAFETY & ENVIRONMENTAL RESPONSIBILITIES

EACOP is committed to ensuring that the health, safety and welfare of workers, communities, and the environment are well addressed and managed. Therefore, the employee is mandated to:

- Fully complies with Company H3SE (Health, Safety, Social, Security & Environment) policies and Life Saving Rules.
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- Remain vigilant and maintain continuous awareness of potential unsafe conditions.
- Communicates to management any HSE related concerns and ways to improve them.
- Maintains a workplace & workspace that is safe, clean, and always neat – practice good housekeeping.

### QUALIFICATIONS / EXPERIENCE REQUIRED

#### Academic Qualifications:

- Bachelor's degree in administration or any related field
- English proficiency

#### Experience Required:

- Minimum 4 years' experience in in a related Administration role
- Proven ability to multitask, work independently, and manage significant workload and competing demands.

- Capable of working with minimum supervision.
- Strong interpersonal skills are required.
- Good organization skills and aptitude to work under stress.
- Good HSE (Health, Safety and Environment) knowledge and awareness.
- Competent Computer skills I.e., Word, Excel and PowerPoint.

### HOW TO APPLY

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