



VACANCY ANNOUNCEMENT

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 international markets.

JOB TITLE: TAX SPECIALIST

REPORTS TO: TAX MANAGER

LOCATION: KAMPALA

JOB TYPE: FULL TIME

JOB SUMMARY

The Tax Specialist has the responsibility for Tax Compliance, Reporting, Planning and Tax Advisory in Uganda as well as Tax audit and litigation.

DUTIES & RESPONSIBILITIES

TAX COMPLIANCE AND REPORTING IN UGANDA

- Ensure tax compliance in Uganda with the Agreed Fiscal Regimes as per the Ugandan HGA and the respective tax laws.
- Assist in managing and monitoring the tax incentive (VAT, Customs, WHT) procedures. This includes submission of deemed VAT applications to the URA and drafting confirmation letters for level one contractors who qualify for tax incentives under the EACOP project.
- Ensure monthly VAT and WHT return filing, ensure timely settlement of tax obligations arising and maintain documentation, and reconciling to Workday General Ledger.
- Assist in the preparation of annual income tax returns.
- Support HR on PAYE, Local Service Taxes, NSSF, ensure compliance with respect to other Local

Government taxes.

- Support C&P/Logistics on Customs issues to improve company compliance when it is necessary.
- Review Company procedures for tax implications where applicable.
- Provide guidance and advice to C&P Contract Engineers and Buyers on tax impact in contracts, both general and specific.
- Assist in designing and disseminating tax information and guides to company personnel including but not limited to Finance, C&P, HR and miscellaneous budget holders.
- Any other tax compliance work that may be required.

TAX PLANNING AND ADVISORY

- Assist in reviewing tax implications of all relevant transactions.
- Assist the Tax Manager in the development and implementation of strategies to optimize the company's tax position within legal parameters.

TAX AUDIT AND LITIGATION

- Assist the Tax Manager in conducting internal tax reviews.
- Ensuring proper record-keeping and documentation for audit readiness.
- Analyze audit queries, develop robust defense strategies, and engage in dispute resolution with the URA.

ACADEMIC QUALIFICATIONS

- Bachelor's degree in accounting, Finance, Law, Economics, or related discipline.
- Professional certification (CPA, ACCA, or equivalent with tax specialization) is desired.

EXPERIENCE REQUIRED

- Minimum of 5 years' experience in tax consulting and/or tax administration and/or tax compliance role in a multinational or fast-paced commercial environment.

REQUIRED COMPETENCIES

- Strong knowledge of Ugandan tax regulations and international tax standards.
- A sense of service/orientation to customers/clients.
- Stakeholder management and relationship-

building skills.

- High ethical standards.
- Strong problem-solving and analytical skills.
- Good communication, interpersonal and analytical skills, and ability to work in a team and internationally.
- Ability to manage multiple priorities in a demanding environment.
- Digital proficiency is essential, and adaptability to familiarize with ERP systems.

The Graduate Trainee opportunities are available in the following department.

SELECTION CRITERIA FOR GRADUATE TRAINEE PROGRAM

- Graduate Trainee applicants must possess a minimum of an Upper second degree
- Must provide an academic transcript indicating the graduation date and degree class attained.
- Eagerness to learn: An open mindset towards new environments, tools and methodologies
- Strong verbal and written communication abilities.
- Teamwork and collaboration: Willingness to work with diverse teams and across departments.
- Good interpersonal skills
- Adaptability, flexibility and willingness to work in fast paced dynamic environment.

DEPARTMENT: COMMUNICATIONS

NUMBER OF GRADUATE TRAINEE: 01

LOCATION: KAMPALA

JOB SUMMARY

QUALIFICATION

- Bachelor's degree in Mass Communication, Public Relations, Journalism, Media Studies, Corporate Communications or any other related area.

COMPETENCIES AND EXPERIENCE

- Excellent written and verbal communication skills.
- Strong interpersonal skills and the ability to work

well with diverse stakeholders.

- Familiarity with media relations and corporate communication protocols.
- Competence in digital communication platforms (social media, website content management).
- Basic knowledge of graphic design tools (e.g., Canva, Adobe Suite) and video editing is an advantage.
- Basic videography and photography skills.
- Good understanding of corporate social responsibility and stakeholder engagement.
- Maximum two year's experience after graduation.

FEMALE CANDIDATES AND INDIVIDUALS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY

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.

HOW TO APPLY

The qualifying applicant must submit his/her Curriculum Vitae CV and a Cover Letter explaining why he/she is the suitable candidate for the position. Please submit your application only through; <https://eacop.wd3.myworkdayjobs.com/EACOP>

Application deadline is on 23rd June 2025.