



1. TAS AND C&P ADMINISTRATOR

Location: Tanzania

Deadline: 23/06/2025

Job Description

Situation in the organization

* Reporting to Senior Contracts Engineer and TAS Lead

Service dimensions

- The EACOP project includes a 1445km 24in oil export pipeline, 8 above ground facilities and a series of main line block valves and trace heating stations, and a green field marine terminal with an export jetty. 150km of feeder lines from Upstream facilities will tie-in to the EACOP project. The EACOP Project will be the largest privately led with Government participation transnational infrastructure project ever undertaken in East African region. The project overall tonnage is estimated at 500,000t of material and equipment.
- Behind the numerous technical (the longest electrically heat traced pipeline in the world), environmental and social challenges faced by the project, the Governments of Uganda and Tanzania agreed to develop EACOP in a fast-track mode.
- The Project context is complex with numerous Contractor and Package Manager interfaces within the Integrated Project Team, three partners, development in two countries new to oil development (Uganda and Tanzania), and the need for project development in accordance external financing requirements.
- The position is located at HQ office located in Dar – es – Salaam with 5 working days for 8 hours a day.

Missions

* The job holder takes directions from the Sr Contract Engineer & TAS Lead and works closely with the Tz Branch team in sourcing of goods and services.

- **TAS Administration**

- Work with HR and TAS Engineers to complete and issue service requests to approved TAS providers.
- Schedule interviews between the candidates and service requestors as required and track interview records.
- Issue notices of award to selected TAS provider(s) and manage the administration of the contracting process.
- Issue Routing Slip/RTA as well as Call Off's and follow up to confirm all required signatures for approval are in place.
- Ensure good administration and filing of approval and contractual documents.
- Prepare and issue regular reporting on the status of the TAS process.

- **Contracts & Procurement Administration**

- Work with Senior Contracts Engineers to Prepare Expressions of Interest (EOI), coordinate their publication and manage the receipt of the EOIs (email, post, etc.);
- Receive and record incoming Proposals from Calls for Tender (CFT);
- Schedule and act as secretary for other CFT openings and track related documentation.
- Assists in supplier registration on workday.
- Ensure that the C&P tracker is up to date
- Other C&P administrative duties as assigned.

Qualifications and Experience Required

- Professional experience: Bachelor's degree in Contracts & Procurement, Business, law or other field with suitable (ideally 5+ years) experience in contracts administration.
- Technical competencies: Organization, communication, reporting, documentation management and Office 365 skills are essential. Specific expertise in working with Excel, PowerPoint, Word documents is mandatory.
- Behavioural competencies: Ability to work in a multi-cultural and fast-moving business setting, with excellent interpersonal and communication skills are essential.
- Language: Fluent in English: speaking, writing.

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2. Lead Electrical Engineer

Location: Tanzania
Deadline: 30/06/2025

Job dimensions:

- The Job Holder is responsible for the results of detailed engineering for all EACOP Electrical systems, battery limits / interfaces and for supporting procurement / manufacturing within a multi-packages scheme. He will be assisted by EACOP electrical commissioning engineer who will report to the Job Holder for the detailed design period. The position is key to EACOP and Lake Albert Upstream assets overall availability.
- The EACOP Electrical distribution network is composed of 4,500 km of buried 33kV distribution HV cables supplied by 3 Power Generator Sets each composed of 7 Crude Oil generator units of app 4 MW each, 6 Grid connections, 5 battery energy storage systems and 5 Photovoltaic (PV) farms all interconnected and forming a unique hybrid system of 60MW capacity powering up 96 electrical substations and 7 main facilities (pumps stations and loading terminal). EACOP is also providing for a major 66kV electrical Hub station interconnecting upstream facilities (essential to Kingfisher CPF and Tilenga CPF) with a 150 km network of 66kV buried HV cables. In addition EACOP will be the world longest Long Line Electrical Heat Tracing system to prevent the pipeline content to gel-up entirely in case of prolonged stoppage.
- EACOP project is developed with an EPcm contractor having 52 personnel mobilized in EPcm Electrical Team for 100M\$ worth of electrical material. In addition, Crude Storage Tanks, Jetty and Electrical, Instrumentation, Telecom and Security developed under EPC scopes, and having 15 personnel in EPC contractor Electrical Team for 150 M\$ worth of electrical scope, are directly managed by EACOP project assisted by EPcm.

Activities:

- Provide Electrical expertise support in the implementation of the functional specification, design work, electrical power and electrical heating systems requirements and monitor Electrical discipline studies during detailed engineering (technical, costs, planning, interfaces, reporting), procurement, manufacturing and eventual FAT / IFAT.
- Review and participate actively in the development of the definition and the design of the Electrical systems and deliverables for EPcm scope, EITS scope, CFR scope and vendors packages directly purchased by EACOP (with ~3500 Electrical discipline deliverable documents for EPcm / EITS / CFR packages)
- Review all engineering documents issued by EACOP's contractors within the contractual review time frame.
- Lead Contractor's Electrical meetings and related interface meetings.
- Ensure coordination and integration of all systems both within and between scope of contractors, suppliers / vendors.
- Ensure accurate progress reporting to Engineering Manager, EITS Manager and CFR Manager on a weekly and monthly basis.

- Support EACOP Engineering Manager, Electrical, Instrumentation, Telecoms and Security (EITS) Package Manager and the Carbone FootPrint Reduction Package Manager in coordinating / communicating various issues that affect the Electrical engineering design, safety, and regulatory compliance of the work.
- Review the Technical requirements and Recommendations to Award for each Purchase Order having Electrical interfaces
- Promote alternatives for Electrical design to reduce and optimize costs and reduce overall work quantities at construction sites.

Context and environment:

The EACOP project includes a 1445km 24in oil export pipeline, 8 above ground facilities, a green field marine terminal with an export jetty and a series of 65 main line block valves and 21 trace heating stations. 150km of feeder lines from Upstream facilities will be also executed by the EACOP project that will be powered by an Hybrid 60MW power supply system combining Crude engine, Solar and Grid connection to reduce overall CO2 emissions. An EITS package (+230 modules) will act as the central control system for EACOP operations. The Pipeline project will be the largest privately led with Government participation transnational infrastructure project ever undertaken in East African region. The position is based in the UK (London), with frequent visits to other contractors and vendors premises to for design, equipment fabrication, and testing, and lastly to in-country based locations (Tanzania) for hook-up and site testing activities.

Accountabilities:

Responsible to ensure that the EACOP plant detailed engineering and procurement engineering are performed in full compliance with the Contract document, are consistent throughout the plant and in line with the project targets and in compliance with the Project Quality Plan. The job holder is also accountable for:

- Reviewing and timely approval of all class 1 documentation and technical clarifications, deviations etc.. received from Contractors
- Initiating the preparation of technical papers or summary to support any claims originating from COI or COR.
- Addressing deviation requests to the project referential, in a timely manner and with due consideration to cost and schedule.

Qualifications/Experience required:

- Graduate highly specialised Electrical engineer, with at least 10 years' experience of work as discipline specialist on large oil & gas project (both engineering and field).
- Fluency in English (speaking and writing), and good communication skills.

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