UNLOCKING EAST AFRICA’S HYDROCARBON POTENTIAL

JOB OPPORTUNITIES

Social affairs

SOCIAL AFFAIRS COORDINATOR - Req: 139058R

Main Responsibilities

The Social Affairs Coordinator (SAC) is responsible for the team developing and undertaking Community Impact Mitigation activities as well as Stakeholder Engagement. The job holder works closely with the Social studies and Land Acquisition Coordinator as well as the ESIA and other study teams to organize and coordinate dialogue and engagement between EACOP Project and different level of stakeholders (SK) in Uganda. Support to the social sections of the ESIA and most specifically the execution of the Social Impact Mitigations is a key deliverable with Community Impact Management team reporting into this position. Stakeholder engagement in addition, reports into this role and the Job holder supports to forge and develop strategy, and all communication tools in order to develop and maintain excellent and trusting relationships between EACOP Project and stakeholders by using appropriate methods of engagement.

Qualifications and experience

• Degree in Communication, Social Sciences, Anthropology or related discipline.
• 10-15 years of professional experience in working with rural communities in Uganda, preferably within the area covered by the future pipeline and terminal.
• Professional experience in stakeholder engagement, experience in extractive industry preferred.
• Excellent communication skills with a proven ability to develop and maintain good relations with stakeholders including government authorities, local communities, industry, CSOs/NGOs and international organizations, negotiation, conflict management skills.
• Proven ability to work independently and meet deadlines.
• Good Computer skills; report writing and analytical skills.
• Fluency in English (written and spoken) and Kiswahili or other relevant local languages essential.

COMMUNITY RELATIONS SUPERVISOR

• Req: 138978R

Main Responsibilities

The position is based on site. The job holder will be responsible for the following in charge of relations with community stakeholders (within a defined area of the East African Crude Oil Pipeline project (EACOP), working closely with the Stakeholder Engagement Officer to organize and coordinate dialogue and engagement between EACOP Project and its different stakeholders. Monitoring the impact of the EACOP project on local communities and among civil society organizations and local leaders by supervising the Community Liaison Officers (CLOs) and grievance management. Supervising the facilitation of preliminary works: field work related to social studies, Geophysical and Geotechnical surveys: land access and compensation, livelihood restoration, management of grievances and control of contractors, Community Impact Mitigation activities etc. Liaising with the Social Affairs Coordinator to ensure the EACOP Project is compliant with Social Policy and procedures and international Finance Corporation (IFC) standards and requirements. Maintaining an updated list of local stakeholders including: Project Affected Communities (PACs), Project Affected People (PAPs) among others. Manages one or more Community Liaison Officers (CLOs) as required by the field based team organization. Attending the daily site briefing with Security, Operations and Contractors, Implementing HSE [Health, Safety, Social, Security and Environment] policies and procedures for field activities Reviewing and ensuring proper understanding of all information to be communicated by the Community Liaison Officers to stakeholders. Monitoring community attitudes toward the project ensuring relevant information is conveyed to the Social Affairs Coordinator. Ensuring concerns, and expectations raised by local stakeholders are collected by the CLOs and forwarded to the database manager. Recording of stakeholder engagements, concerns, expectations, grievances and follow up on commitments. Preparing the weekly / monthly reports related to stakeholder engagement and related activities.

COMMUNITY ENGAGEMENT OFFICER -Req: 139048R

Main Responsibilities

The job holder will be responsible for the following activities: Stakeholder Engagement Strategy and Action Plan; this involves identifying, defining and implementing appropriate strategies. Actively support to handle the management and execution of the stakeholder engagement by the contractor for land acquisition and resettlement process for the planning and implementation phases including livelihood restoration activities. Ensure good relations with Stakeholders and work closely with Operational teams including the ESIA and land access team to ensure minimal disruption, respect and good relations with stakeholders especially project affected persons. Coordinate stakeholder engagement with a team of Community Relations Supervisors and Community Liaison Officers in the different areas along the pipeline route. Maintain records of all stakeholder engagements, concerns, and grievances and follow up on commitments.

Qualifications and experience

• Degree in Communication, Social Sciences, Anthropology or related discipline.
• 10-15 years of professional experience in working with rural communities in Uganda, preferably within the area covered by the future pipeline and terminal.
• Proven experience managing a team.
• Excellent interpersonal skills with a proven ability to develop and maintain good relations with a wide range of stakeholders including authorities, local communities, industry, CSOs/NGOs, a high level of diplomacy and ability to manage conflict.
• Proven ability to work independently and meet deadlines.
• Negotiation and Conflict Management skills with high level of integrity.
• Understands economic and social risk factors and their impact on oil/gas sector business/investment decision making.
• Proficiency in the use of computers and appropriate software’s such as Database software, Access, Project, Excel, Word, PowerPoint, Social data software.
• GIS experience very advantageous; report writing and analytical skills.
• Fluency in English (written and spoken) and Kiswahili, Luganda, Runyoro, and any other languages spoken in the area.

COMMUNITY LIAISON OFFICER-MIDSTREAM

• Req: 139038R

Main Responsibilities

The job holder based on site is responsible for the following: Engaging stakeholders according to the Stakeholder Engagement Plan in dialogue with them about the East African Crude Oil Pipeline/EACOP operational activities. Mobilizing regular meetings with Project affected Communities, assisting the environmental, social teams and other Validators in field visits and the consultation process with communities, local governments and civil society. Providing feedback/among information to the Community Relations Supervisor for EACOP project Management from Stakeholders and follow up on related matters. Assisting the land teams on compensation matters, collecting matters raised by stakeholders. In addition, assisting in resolving and follow up on grievances while engaging related third parties including the Grievance officer. Explaining to the local communities about the EACOP project, possible opportunities related for example to employment and provision of local goods and services. Prepare daily and weekly reports on various matters raised by communities on the EACOP project. Promoting a positive and open relationship between the EACOP Project and local stakeholders; maintaining a regular presence in communities in accordance with Stakeholder Engagement Plan (SEP).

Qualifications and experience

• Degree in Social Sciences, Human Resources Management or equivalent, etc.
• Minimum 5 years’ experience working with rural communities in Uganda, preferably within the area covered by the future pipeline and terminal.
• At least 10-15 years professional experience working with rural communities in Uganda, preferably within the area covered by the future pipeline and terminal.
• Excellent communication skills with a proven ability to develop and maintain good relations with stakeholders including government authorities and local communities. Negotiation and conflict management skills.
• Proven ability to work independently and meet deadlines.
• Good Computer skills; report writing and analytical skills.
• Fluency in English (written and spoken) and Kiswahili essential, other relevant local languages an advantage.

All applications can be made through the Total EP careers website: www.careers.total.com. ONLY APPLICATIONS RECEIVED ON THE STATED WEBSITE WILL BE CONSIDERED.

Deadlines is 31st August 2018. Shortlisting begins immediately and shortlisted candidates will be contacted.

* Candidates applying for the advertised positions will be selected on merit. Any form of canvassing is strictly prohibited.
JOB OPPORTUNITIES

Social affairs

DATA ADMINISTRATOR - Req: 13901BR

Main Responsibilities

The job holder is responsible for entering into a database of all data related to Grievances, Land and Crop compensation, Community Employment, Stakeholder engagement, Social investment projects and education, GIS links for ArcGIS integration - reports, attendance lists, assessment forms etc., Storing and filing appropriately all hard copies of related documents in line with company procedure. Providing support to stakeholder engagements to mobilise, follow up, record attendees, write report, and work with the teams to monitor and follow up on actions with rigor, coordinating with the grievance Officer on site to manage all the grievances, follow up to ensure timely closures. Supporting the preparation draft relevant procedures as will be required for the implementation phase in line with the Company Management Systems (CMS). Register and follow up all outputs from the environment and land studies engagements commitments made with stakeholders. Monitoring and analysis of the data in a timely manner. Preparing reports on daily, weekly, monthly, quarterly or annual basis according to the needs. Coordinating between the affiliate and the service provider for any relevant upgrades as well as act as focal point to assist other users within the affiliate including coordinating training on database tool. The job holder is accountable for the management of the social management system related to land access, compensation, grievances, local employment, stakeholder engagement, social investment and education.

Qualifications and experience

- Degree in Computer, Social sciences, Statistics or related field
- Minimum 5 years' experience in community projects, development projects and or in similar NGOs
- High Proficiency in the usage of computers and appropriate software's such as Database software like Access, Project, Excel, Word, PowerPoint, Social data software. GIS experience very advantageous.
- Exceptional analytical skills and good report writing capabilities.

GRIEVANCE OFFICER - Req: 139008R

Main Responsibilities

The job holder based on site is responsible for following the grievance procedure to receive, acknowledge, record, investigate, respond and close out all grievances. This is done by engaging the relevant stakeholders at every stage of the grievance mechanism to ensure progress to deliver closure of grievances. Undertake all the required reporting requirements ensuring the available tools not limited to grievance form hard copies, grievance log sheet in excel and the social management database system. Making recommendations to enhancements of the grievance procedure in line with international best practice as well as any provisions required by the Legislative framework of the area.

Qualifications and experience

- Degree in Community Development, Social Sciences, Law or equivalent.
- Minimum 5 years practical experience working in a rural community based development project, preferably in the vicinity of the planned project area
- Experience in handling conflicts in compliance with international best practice. Experience in the extractives sector will be of great advantage.
- Knowledge of the international standards and associated HSE requirements.
- Good report writing and analytical skills.
- Proficiency in Microsoft office as well as Database software like Access, Project and Social data software, Boreals or biomitr.
- Ability to work independently and meet deadlines.
- Excellent interpersonal, conflict management and negotiation skills.
- Ability to speak local languages of great advantage (Luganda, Kiswahili, Runyankole).

LAND ACQUISITION OFFICER - Req: 138998R

Main Responsibilities

Support the implementation of the strategy/management plan for permanent and temporary land acquisition, compensation and resettlement. Implement procedures and processes for land acquisition, compensation and resettlement. Engage with Project departments and staff in the successful creation and implementation of plans in the address permanent and temporary land acquisition, compensation and resettlement issues. Engage with relevant regional, district and local authorities to keep them informed identify risks at the regional or local level to the implementation of the Resettlement Policy Framework and Resettlement Action Plan and alert management of these risks; identifying risks and solutions for problems or issues related to land acquisition and resettlement that could put the Project schedule or activities at risk. Participating in engagement with all stakeholders indicating at the community level on land acquisition and resettlement related issues, representing the Project and ensuring messages passed are consistent with the overall stakeholder engagement plan. Under the supervision of the Land Acquisition Manager, work closely with the RAP contractor to ensure respect of the contract and schedule for land acquisition Review and comment on draft reports and chapters within the required timeframe for comments - of the RAP contractor's deliverables including scoping report and RAPs. Work closely with the Livelihood restoration Coordinators to contribute to the design and piloting of Livelihood restoration programmes. Monitoring the local level any land use issues, and changes and their relevance for project implementation. Liaising with the company's security department and local government in monitoring encroachment and support the development of the strategy for managing encroachment. Providing oral and written reports to the Land Acquisition and Resettlement Manager as required according to the schedule required.

QUALIFICATIONS & EXPERIENCE

- Degree in Communication, Social Sciences, Anthropology or related discipline.
- At least 10-15 years of professional experience in working with rural communities in Uganda within the area covered by the future pipeline and terminal.
- A minimum of 5 years professional experience working in land acquisition and resettlement in the extractive or related industry.
- Excellent communication skills with a proven ability to develop and maintain good relations with stakeholders including government authorities and local communities. Negotiation and conflict management skills.
- Proven ability to work independently and meet deadlines.
- Good Computer skills (proficient in Microsoft office)
- Excellent report writing and analytical skills.
- Fluency in English (written and spoken) and Kiswahili essential, other relevant local languages an advantage.

SOCIAL STUDIES OFFICER - Req: 13898R

Main Responsibilities

The position holder will be responsible for the following: Ensuring scopes of work are developed in line with relevant requirements to deliver social studies (including Resettlement Action Plan) and methodologies in compliance with project schedule and technical needs, regulatory requirements and international standards. Reviewing the documentation developed by external contractors, Coordinating with Upstream to ensure harmonized approach and consistent implementation of societal and land access strategies & specifications in all of the projects Environmental Social Health Impact Assessment (ESHIA) and Resettlement Action Plans (RAP). Contribute to the preparation of comprehensive ESAs in compliance with regulatory requirements and international standards. Ensuring that all societal recommendations (eg. mitigation measures) are implemented in the Project. Liaise with the Project Development Team, and all other entities for all common matters.

Qualifications and experience

- University degree in Environment & Social Sciences, Environment & Energy Engineering, Sustainable Development or equivalent.
- Minimum 5 years experience in oil and gas industry working in Development Projects, and HSESE positions.
- Knowledge of the international standards and associated HSE requirements.
- Ability to maintain good relations with a wide range of local stakeholders, NGOs, donors, local authorities, local communities.
- Good report writing and analytical skills.
- Excellent interpersonal and communication skills.
- Proven ability to manage contractors and supervise a team.
- Fluency in written and spoken English, Kiswahili, Luganda and other languages spoken in the project area.

COMMUNITY IMPACT MANAGEMENT AND SOCIAL INVESTMENT COORDINATOR - Req: 138918R

Main Responsibilities

The job holder will contribute to the successful design and implementation of the EACOP Project ESMP through contribution to the effective delivery of the Community Impact Mitigation Initiatives such as livelihood restoration outlined from the RAPS and the other ESMP activities. Support will be given to the review, development and execution of the implementation of the Livelihood Plans developed from the Resettlement Action Plan (RAP) contained within the Environmental Social Management Plans (ESMP). The job holder’s role will therefore be to work with relevant third party stakeholders to support Project Affected Persons and communities to regain livelihoods in a sustainable manner within the same or similar context while mitigating any negative impacts towards the company’s daily operations. The job holder will participate in the finalisation of scopes of work related to ESMPs. Under the direction of the Social Studies and Land Acquisition Coordinator, work closely with the contractors to ensure execution of deliverables to mitigate impacts of the project and also participate in the monitoring and evaluation of these activities.

Qualifications and experience

- Degree in agronomy, agricultural engineering, development economics, geography, demography, social sciences or related discipline.
- At least 10-15 years of professional experience in working with rural communities in Uganda, preferably within the area covered by the future pipeline and terminal. A minimum of 5 years professional experience working in livelihood restoration for the extractives or a related industry.
- Excellent communication skills with a proven ability to develop and maintain good relations with stakeholders including government authorities and local communities. Negotiation and conflict management skills.
- Proven ability to work independently and meet deadlines.
- Good Computer skills; report writing and analytical skills.
- Fluency in English (written and spoken) and Kiswahili essential, other relevant local languages an advantage.

SOCIAL METHODS ENGINEER - Req: 138938R

Main Responsibilities

The job holder is responsible for the following: having in place and monitoring procedures, guidelines and plans required by the social department within the Social Management System domain. The job holder is required to base and contribute to project preparing Company Management System (CMS) and assists the team in all domains concerning the CMS activities, MAESTRO Management System follow up and work related to audits, reporting, communication, training, IT tools, budgeting and cost control etc. Prepare summaries of site monitoring and evaluation for key social performance indicator statistics especially those outlined in the Environmental Social Management Plans (ESMP). Also, undertakes daily, weekly, monthly, quarterly reporting and quarterly reporting as required.

Qualifications and experience

- Bachelor’s degree in social sciences studies or related field.
- A minimum of 2 years relevant experience in social and environmental activities and processes in an operational environment (preferably oil and gas or other similar industry).
- Experience to working with company policies, rules and procedures.
- Experience and Knowledge in environmental and social management systems and relevant reporting requirements.
- Excellent analytical skills and good financial and commercial acumen.
- Good Report Writing.
- Excellent Interpersonal skills.
- Ability to Multitask.

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