



## Job Advertisement

<b>The Company</b>	E.A.L.S Limited is an incorporated company in Tanzania and operates in Tanzania with its head office in Dar es salaam. The primary objective of the company is to provide Logistics integration services to Tanzania Petroleum subsector including oil & gas projects on an end to end basis.
<b>The Position</b>	<b>CORPORATE INVESTMENT OPERATIONS MANAGER (Fixed Term Contract)</b>
<b>Position Objective</b>	To ensure sound investment, management and returns/margins to the business are achieved and maintained and advising on exposures that must be controlled for business excellence and success.
<b>Key Responsibilities</b>	<ul style="list-style-type: none"><li>▪ Check quarterly performance reports and investment management</li><li>▪ Manage new procedures and modify current techniques for growth sustainability</li><li>▪ Support Compliances and to enforce policies and audit compliance matters</li><li>▪ Support investment related and customer service activities</li><li>▪ Monitor and better current internal controls and processes</li><li>▪ Responsible for maintaining data integrity for portfolio management team</li><li>▪ Compile and analyze data from multiple sources</li><li>▪ Reconcile data and reports in IRIS, advise and resolve any discrepancies</li><li>▪ Assist in monthly, quarterly and annual reporting</li><li>▪ Generate reports and provide data/information for clients, senior managers and operations team</li><li>▪ Special projects</li></ul>
<b>Education</b>	Bachelor's degree and Master's in Economics, Finance and Management or any other related field of study
<b>Professional Qualification</b>	Knowledge and usage of tracking systems would be a plus
<b>Experience</b>	<ul style="list-style-type: none"><li>▪ At least 8 – 10 years' experience in high level of management of company investment and returns</li><li>▪ Strong understanding of industry performance reporting standards</li><li>▪ Knowledge of Business Intelligence platforms a plus.</li><li>▪ Ability to identify improvements in processes as well as having the innovation to create new and more effective workflows.</li><li>▪ International experience and have previously worked in Africa countries</li></ul>





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### Attributes/Skills

- Interpersonal skills to successfully interact with senior management in the organization, operations team and others outside of the organization.
- Ability to handle multiple tasks with accuracy
- Keen sense of prioritization and planning
- Highly professional
- Team player
- Non-negotiable integrity
- Business Acumen
- Organizational skills
- Analytical skills
- Attention to detail
- Good with numbers
- Unquestionable integrity

### Reporting to

Finance Manager

### Job Advertise Date

16/12/2021

### Job Reference No

EALS005/FIN/2021

### Closing Date

14/01/2022

### NOTE:

*Apply to [careers.tanzania@eals.co.tz](mailto:careers.tanzania@eals.co.tz)  
Please note that should you not be contacted within 2 weeks after closing Job Advertisement – Consider your application unsuccessful*

