



Job Advertisement

The Company	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.
The Position Position Objective	DOCUMENTATION LEADER (Fixed Term Contract) To review, process, and file documentation as well as manage the smooth running of all documentation operations during the project and provide on time reporting, document control support such as record management, revision control and routing document template updates. In addition, handling of document access intaking and archiving responsibilities.
Key Responsibilities	<ul style="list-style-type: none">▪ Preparing and maintaining an up-to-date "Contract Coordination Manual" (CCM) which shall be made up of the documents applicable to the management and administration of the project contract▪ Propose optimization, rationalisations and synergies to avoid duplications in documentation and reporting systems.▪ Prepare systematically all Contractor Coordination Documents using the electronic document management system (EDMS) which will include all management, administration and control activities e.g. Organisational charts, National Content performance reporting procedure, Planning and Reporting Procedure among others▪ Maintain on periodic basis either daily, weekly or monthly reports as directed reflecting the highlights of the period/ progress report: main meetings held, main milestones reached, main decisions taken, and main problems solved▪ Develop and implement a Correspondence and Communications Procedure in line with Project requirements▪ Checking documents for accuracy and compliance▪ Develop and implement a Document Preparation and Control Procedure in line with Project requirements that shall detail the methodology for the preparation, issuance, control review and acceptance / approval of documents during all phases of the project▪ Ensure that all documents are relevant and up to date and issued in line with the Correspondence and



	<ul style="list-style-type: none"> Communications Procedure ▪ Develop and maintain a Master Document Register containing all documents that are to be used during the project as per Project requirements ▪ Control the flow of documents in and out of the department ▪ Update and maintain document management systems and physical records ▪ Maintain the security of confidential documents ▪ Contribute to ongoing process improvements with focus on document accuracy, efficiency and regulatory risk mitigation ▪ Develop and maintain an up to date PFI Register that should be available at anytime
Education	Bachelor's degree in business administration, library management, or record management
Professional Qualification	Knowledge and usage of electronic documentation management systems
Experience	<ul style="list-style-type: none"> ▪ 5 years' experience in documentation management in projects ▪ Similar experience in document management, archive management, or records management. ▪ Exposure to professional contract Management on International Project ▪ Knowledge of electronic document management systems like Sharepoint, DocuWare Cloud, Rubex etc. ▪ Up to date knowledge with document management processes
Attributes/Skills	<ul style="list-style-type: none"> ▪ Excellent communication and Interpersonal skills ▪ An excellent grasp of Microsoft Office programs ▪ Excellent report writing and analytical skills ▪ Detail-focused document organizing abilities ▪ Familiarity with the relevant regulations regarding document keeping and handling ▪ Team player ▪ Able to proactively manage database changes using software management systems ▪ Time-oriented approach to handling queries and tasks ▪ Strong leadership and organizational skills ▪ Ability to follow-up ▪ Accuracy and a detail-oriented mindset
Reporting to	Contract Manager



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Job Advertise Date	Job Reference No	Closing Date
13/01/2022	EALS008/OPS/2022	27/01/2022

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

