

| Service Description |
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| JOB TITLE: |
| <i>LSOC Administration, Planning and Document Control Officer – EACOP Uganda</i> |
| POSITION IN THE ORGANISATION |
| Reports to: EACOP Ug LSOC Manager Staff managed (directly supervised) : 0 Staff managed (indirectly): 0 |
| MISSIONS / JOB DIMENSIONS |
| <p>The East African Crude Oil Pipeline (EACOP) Project involves the construction and operation of a buried, cross-border pipeline to transport crude oil from the Lake Albert area in Uganda to the eastern coast of Tanzania for export to international markets. The pipeline will run from Kabaale in Hoima District, Uganda, to Chongoleani, Tanga Region, in Tanzania. The length of the pipeline is 1,443 kilometers (km) of which 296 km will be in Uganda. In Uganda the pipeline will traverse ten (10) Districts, comprising Hoima, Kikuube, Kakumiro, Kyankwanzi, Mubende, Gomba, Sembabule, Lwengo, Rakai and Kyotera.</p> <p>The LSOC Administration, Planning and Document Control Officer organizes the Land and Social (LSOC) Department office and is responsible for overseeing administrative support and keeping the LSOC department running smoothly.</p> |
| ACTIVITIES |
| <p>The LSOC Administration, Planning and Document Control Officer has a wide range of responsibilities, including</p> <ul style="list-style-type: none"> • Developing and monitoring the planning of the Land and Social (LSOC) department performance activities • Maintaining the LSOC department planning of staff presence up to date • Controlling the numbering, sorting, filing, storing and retrieval of both electronic and hard copy documents managed by the LSOC department • Assisting in checking invoices and supporting documentation, as required • Maintaining a database of all letters (reception and delivery) and report any delay • Developing and maintaining of a database of all LSOC contacts • Developing templates and organize printing of documents for the LSOC department • Maintaining the EACOP compliance e-register database updated • Updating paperwork, maintaining documents and word processing • Receiving requests for payment, controlling and liaising with Finance • Addressing Kampala and field offices logistics (stationery, hardware, bills, etc.) • Organize and manage team travel, hotel bookings, COVID testing... • Gathering, controlling and filing of timesheets • Handles bookkeeping for LSOC related expenses • Providing support to visitors • Coordinates events, as necessary |
| CONTEXT AND ENVIRONMENT |
| <p>The job holder works under the management of the EACOP Uganda Land and Social Manager. The position is based at Kampala Headquarters.</p> <p>The job holder is also accountable for demonstrating an exemplary behavior with regard to compliance and HSE rules & requirements and for implementing and controlling HSE rules for all field activities.</p> |
| ACCOUNTABILITIES |
| <ul style="list-style-type: none"> • Is responsible of the LSOC department planning update • Is responsible for the administrative aspect of the LSOC department • Is responsible of the filling and archiving of the LSOC department documents • Is responsible for the organization of the LSOC department field office logistics |
| QUALIFICATIONS AND REQUIRED EXPERIENCE |
| <p>Qualifications: Bachelor degree in Business Administration or any related subjects</p> <p>Professional experience: Previous experience in planning delivery, document control, business administration at least 5 years.</p> <p>Technical competencies: Excellent Excel and Word skills efficiency. Organization skills / Report writing and analytical skills /Computer data management. Organizational skills. Computer and report writing skills Contract and budget management.</p> <p>Behavioral competencies: High level of interpersonal skills, organization skills, report writing, numeracy and analytical skills, computer data management.</p> <p>Fluent in English (speaking, writing)</p> |