

BESIX BALLAST NEDAM (BBN) LIMITED JOB ADVERTISEMENT – DOCUMENT CONTROLLER

BESIX Ballast Nedam (BBN) Limited, the CONTRACTOR for the Engineering, procurement and Construction of the Jetty and Load Out Facilities in the Tanga Bay for the East African Crude Oil Pipeline (EACOP) Project, invites application for **Document Controller**.

Project	EACOP – Jetty & Loading Out Facility
Employer	BESIX Ballast Nedam Limited (BBN)
Work Location	Tanga Port
Position Title	Document Controller
Reports To:	BBN Ltd. Technical Manager
Employment Duration	November 2022 to August 2024
Job Type	Full Time

Purpose and scope of assignment.

Document controllers are responsible for the workflow and record keeping of documents of the project. They sort and store electronic and hard copy documents for the team.

Job responsibilities

- Apply the document control procedures of the Client and BBN Ltd.
- Issue BBN Ltd. deliverables to Client through the Common Data Environment Aconex.
- Distribute incoming documents of the Client to the concerned team members of BBN Ltd.
- Update registers of incoming and outgoing documents, minutes of meeting, correspondences (Status, issuance date, response date, etc.)
- Train employees about the document control process applicable to the project.
- Extract relevant detailed reports for the progress reports submitted to the Client.
- Report to Technical Manager.

Job Qualification, Experience and Skills

Applicants should demonstrate the following:

- Tanzanian citizenship
- A technical college degree or bachelor's degree in business administration, information technology, library management record management or any other relevant degree.
- 3 years' experience in document management, archive management, or record management.
- Knowledge of PDF, Microsoft Office Word and Excel software's.
- Excellent knowledge of written and spoken English is required
- Rigorous and detail oriented
- Ability to adhere to set procedures and policies
- Organizational skills
- Knowledge of document management systems
- Experience with the Common Data Environment "Oracle Aconex" is a plus.
- Time-oriented approach to handling queries and tasks
- Work experience with international contractor.

Apply to:

All applications should be sent by email to jobs@bbnjv.com (Max. Email & attachment size: 20 MBs) on or before 20 October 2022, 6PM Tanzanian Time.

NOTICE; NO HIRING AT THE GATE!!!

PLEASE NOTE, if you are not contacted within 2 weeks after this publication, consider your application unsuccessful.