



# 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

### **PORT DOCUMENTATION OFFICER (Fixed Term Contract)**

This position is responsible for port operational activities for the Project.

## Key Responsibilities

- Receiving and dispatching all equipment and shipments related to the Project.
- Tracking casing and equipment to ensure that all equipment is loaded as planned.
- Checking information in the port and internal systems against actual documentation and ensuring cargo is handled appropriately (including delicate sensitive material & hazardous cargo);
- Coordinating the berthing of the supply vessels.
- Liaising with port crew to ensure safety and load stability.
- Assuring supply vessels are loaded and unloaded in a timely manner.
- Preparing all relevant documentation including manifests and dock receipts.
- Providing accurate reporting on vessels' movements.
- Maintaining the vessel schedule.
- Filling and providing appropriate logs where required.
- Liaising, monitoring, and controlling all activities in the port to ensure meeting all stages of Internal/External stakeholders established schedule.
- Liaising closely with Port Operations Manager, Supervisors, and operations Staff of Client to ensure smooth running of vessel operations.
- Responsible for estimating MHE and truck requirements for all port calls.
- SPOC for all vessel loading and discharging activities.
- Prepare records and other reports for follow-up on shipments received/dispatched and correspondence for re-routing of these shipments
- Supervise the safe dispatch of supplies and equipment from port to destination
- Participate to all safety training as required
- Adhere to all HSE requirements of the project
- Any other work that may be assigned by Management





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<b>Education</b>	<ul style="list-style-type: none"><li>▪ Diploma or above in Shipping, Port Management, Transport &amp; Logistics, or any other related discipline</li></ul>
<b>Professional Qualification</b>	<ul style="list-style-type: none"><li>▪ Excellent knowledge of oil and gas industry, international codes, and standards and HSE regulations</li><li>▪ Lifting &amp; Rigging, Banksman certificate</li><li>▪ Customer Service</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>▪ At least 5 - 10 years' relevant working experience in a similar position</li><li>▪ Appropriate experience in the Oil &amp; Gas Industry</li><li>▪ Extensive experience of loading and discharging vessels</li><li>▪ Vast knowledge of port processes</li></ul>
<b>Attributes/Skills</b>	<ul style="list-style-type: none"><li>▪ Excellent interpersonal skills</li><li>▪ Ability to work under pressure</li><li>▪ Organized</li><li>▪ Attention to details</li><li>▪ Good communication skills both verbal and written</li><li>▪ MS Office skills</li><li>▪ Proactive</li><li>▪ Problem solver</li><li>▪ Team Player</li></ul>

<b>Reporting to</b>	<b>Port Operations Manager</b>
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<b>Job Advertise Date</b>	<b>Job Reference No</b>	<b>Closing Date</b>
<b>04/11/2022</b>	<b>EALS0011/OPS/2022</b>	<b>18/11/2022</b>

<b>NOTE:</b>	<p><i>Apply to <a href="mailto:careers.tanzania@eals.co.tz">careers.tanzania@eals.co.tz</a> Please note that should you not be contacted within 2 weeks after closing Job Advertisement – Consider your application unsuccessful</i></p>
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