

BESIX BALLAST NEDAM (BBN) LIMITED JOB ADVERTISEMENT – QA/QC 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 **QA/QC Document Controller**.

Project	EACOP – Jetty & Loading Out Facility
Employer	BESIX Ballast Nedam Limited (BBN)
Work Location	Tanga Port
Position Title	QA/QC Document Controller
Reports To:	BBN Ltd. QA/QC Manager
Employment Duration	May 2023 to August 2025
Job Type	Full Time

Purpose and scope of assignment.

We are seeking a highly organized and detail-oriented QA/QC Document Controller to join our construction team. As the QA/QC Document Controller, you will be responsible for managing and controlling all quality-related documentation for construction projects in compliance with established company policies and procedures. You will work closely with the QA/QC Manager, project managers, and other team members to ensure that all documents are accurate, up-to-date, and accessible to authorized personnel.

Job responsibilities

- Control and manage construction-related quality documents, including policies, procedures, manuals, specifications, and drawings
- Ensure that all documents are accurate, up-to-date, and accessible to authorized personnel
- Create and maintain a document control system that meets the company's requirements
- Collaborate with the QA/QC Manager, project managers, and other team members to ensure that all construction documents are in compliance with established company policies and procedures
- Perform regular audits of the document control system to ensure that all construction documents are properly maintained and archived
- Develop and maintain a database of all construction-related quality documents
- Track and report on document revisions, approvals, and distribution for construction projects
- Train and support employees on the use of the document control system Job Qualification, Experience and Skills

Job Qualification, Experience and Skills

Applicants should demonstrate the following:

- Tanzanian citizenship
- A technical college degree or bachelor's degree
- 5 years' experience in documentation role
- Knowledge of document control procedures and standards for construction projects
- Ability to work independently and in a team environment
- Strong attention to detail
- Proficiency in using document control software for construction projects (such as Acones, SharePoint)
- Excellent communication skills, with the ability to work effectively with project engineers, contractors, and other stakeholders.
- Ability to work under pressure and meet tight deadlines.
- Strong problem-solving and analytical skills.
- Ability to work independently and as part of a team.
- Advanced knowledge of PDF, Microsoft Office Word, PowerPoint 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
- Work experience with international contractor.

Apply to:

All applications should be sent by email to jobs@bbnltd.co.tz (Max. Email & attachment size: 20 MBs) on or before 15 April 2023, 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.