

<p><b>The Company</b></p>	<p>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 &amp; gas projects on an end-to-end basis.</p>
<p><b>The Position</b></p>	<p><b>SUBCONTRACTOR OFFICER (Fixed Term Contract)</b></p>
<p><b>Position Objective</b></p>	<p>Manage all processes relating to sub-contracting</p>
<p><b>Key Responsibilities</b></p>	<ul style="list-style-type: none"> <li>▪ Ensure current Terms and Conditions are continually updated and are communicated and acknowledged by the subcontractor.</li> <li>▪ Comply with current micro-financing arrangement and procedures provided to subcontractors.</li> <li>▪ Ensure all internal reporting procedures are followed and performance appraisal data capture are accurate and timely.</li> <li>▪ Maintain a register of approved Subcontractors.</li> <li>▪ Source, maintain and register a list of qualified subcontractors</li> <li>▪ Manage tendering processes which include tasks such as the sourcing of sub-contractors, and negotiation of prices</li> <li>▪ Manage settlement processes which include tasks such as the assessment and negotiation of sub-contractors' invoices upon completion of jobs</li> <li>▪ Evaluate and monitor the performance of sub-contractors to requirements</li> <li>▪ Perform relevant elements of contract review relating to sub-contractor cost, as required</li> <li>▪ Participate to all safety training as required</li> <li>▪ Adhere to all HSE requirements of the project</li> <li>▪ Assist with department document control and communication.</li> <li>▪ Any other work that may be assigned by Management</li> </ul>
<p><b>Education</b></p>	<ul style="list-style-type: none"> <li>▪ Degree in Supply Chain Management or Procurement &amp; Logistics</li> <li>▪ Professional qualification (PSPTB Tanzania or CIPS)</li> </ul>
<p><b>Professional Qualification</b></p>	<ul style="list-style-type: none"> <li>▪ Extensive experience of supply chain management</li> </ul>
<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>▪ At least 5 years relevant experience in an international company preferably in the oil &amp; gas, heavy construction, mining, or other capital-intensive</li> </ul>

## Attributes/Skills

industry be an added advantage

- Able to multi-task and able to work in a fast-paced environment
- Ability to work independently with a high degree of initiative required
- Good IT skills: knowledge of MS Word; Excel and Outlook
- Possess good interpersonal and communication skills
- Problem Solver
- Resilient
- Good negotiating skills – able to be very firm with recalcitrant suppliers
- Self-motivated
- Agile
- Good analytical and problem-solving skills
- Good knowledge of Microsoft Office
- Uncompromised integrity
- Excellent stakeholder management skills

**Reporting to** Contract Manager

**Job Advertise Date**

**31/05/2023**

**Job Reference No**

**EALS002/GS/2022**

**Closing Date**

**14/06/2023**

**NOTE:**

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

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