

<i>Service Description</i>
JOB TITLE:
<i>Assistant HR & TAS Coordinator</i>
JOB DIMENSION
<p>The East African Crude Oil Pipeline (EACOP) project is a major regional infrastructure project between Uganda and Tanzania, opening a new value corridor between the two countries.</p> <p>It consists mainly of a 1445km, a green field marine terminal with an export jetty and 150km of feeder lines from Upstream facilities which will tie-in to the EACOP project, scheduled to be completed in 2025.</p>
CONTEXT AND ENVIRONMENT
<p>The job holder takes direction from the PCM, and works closely with the Project Team and the Branches as it relates to sourcing technical assistance and other contractors. Timely identification of suitable candidates is essential to the project's success, as is the more general requirement for the effective administration of contracts. The nature of the duties requires a person with a high degree of business ethics as there will be confidential information handled daily. The job holder is also accountable for demonstrating exemplary behaviour with regard to HSE rules & requirements and for implementing and controlling HSE rules for all planning related activities.</p>
ACCOUNTABILITIES
<p>TAS</p> <ul style="list-style-type: none"> • Supporting all aspects of the purchase and supply of services for The Company • Ensuring all personnel are compliant with the EACOP's internal TAS procedure during all mobilizations • Reporting and recording all matters pertaining to TAS agents queries, challenges and concerns • Ensuring proper execution of the contracting process, specifically the launch and follow-up of calls for candidate proposals through to the point of contract award and execution for Technical Assistance Services (TAS) contracts; • Assistance to the service requester and human resources team for all contractual questions related to the management of TAS and other contracts <p>HR Administration</p> <ul style="list-style-type: none"> • Coordinating all HR and Administration activities for TAS contracts at Project Level • Assisting the package managers in drafting pre – CFT documents • Reviewing all proposals received from TAS agents and categorically filing them for the package managers reviews and shortlisting of suitable candidates • Scheduling of interviews between the candidates and service requestors as required and track interview records • Issuing of award notices selected candidates through their TAS agents and manage the administration of the contracting process • Conducting all internal contracting processes as per the C&P procedure before issuing contracts to awarded candidates through their agents • Ensuring good administration and filing of all documents pertaining to each individual mobilization
QUALIFICATIONS AND REQUIRED EXPERIENCE
<p>Professional Qualification: Bachelor Degree in Administration, Record keeping and Management, HR Management, Law or related field.</p> <p>Professional Experience: A minimum of 3 years' experience working in HR Management, Contract Management or related positions aligned with their professional qualification. A suitable candidate without direct experience will be considered and can be trained internally.</p> <p>Technical competencies: Organization, communication, reporting, documentation management and Office 365 skills are essential. Specific expertise in working with Excel, PowerPoint, Word documents is mandatory. HR background is required.</p>

Behavioral competencies: Ability to work in a multi-cultural and fast moving business setting, with excellent interpersonal and communication skills are essential.

Fluent in English: speaking, writing

Duration / Location

- Starting Date: 01 August 2023
- Duration: One year
- Location: Dar es salaam (Tanzania)