



EAST AFRICAN
**CRUDE OIL
PIPELINE**

**EITS
Contractor**

ADVERTISEMENT FOR TRAINING COORDINATOR – EACOP EITS CONTRACTOR REFERENCE: 1066-ADVT-GFS-TZ-TRN-TRAINING COORDINATOR

EITS Contractor (Electrical Instrumentation and Telecommunications Systems) for the EACOP project, requires the services of a Training Coordinator.

Brief Description of Role:

The training Coordinator is responsible to implement EITS Contractor Training and Capacity Building Program as per EITS Contractor obligations.

Key Responsibilities:

- Design and manage the content of training material on respective contractual scope for the EITS scope
- Organise Manage and Deliver Trainings
- Draw an overall or individualized training plan that addresses needs and expectations of EITS contract
- Deploy a variety of training methods as per detailed agreements
- Monitor and evaluate training program's effectiveness, success, and ROI periodically and report on them
- Manage training budget
- Maintain a keen understanding of training trends, developments, and best practices
- Interaction with Training Stakeholders: EITS Tanzanian Employees, EACOP Company, EITS Partners (incl Sub-contractors), Education Institutions (Universities, Colleges, Institutes e.t.c), EITS Contractor Training/Capacity Building Teams
- Liaise with customer representatives and other internal stakeholders.
- Prepare periodic reports to internal and external stakeholders

Minimum Requirements:

We are looking for experienced staff who have the following.

- Bachelor's degree (or higher) in Business Administration OR Education OR Community Development or any related field from a Recognized and Duly Accredited University
- Proven work experience (3yrs minimum) as a Training Manager/Coordinator
- Track record in designing and executing successful training programs
- Familiarity with traditional and modern training methods (mentoring, coaching, on-the-job or in classroom training, e-learning, workshops, simulations etc)
- Excellent communication and leadership skills
- Ability to plan, multi-task and manage time effectively
- Strong writing and record keeping ability for reports and training manuals
- Good computer and database skills
- Fluent in English & Kiswahili
- Valid Driving License
- Self-Driven with a high level of professional and personal integrity
- Experience in Oil & Gas Sector or Engineering Fields is an added advantage

Interested candidates that meet the minimum requirements and have the capability should send their CV's along with Academic Certificates in English by email to eacop.eits@se.com; with the reference **1066-ADVT-GFS-TZ-TRN-Training Coordinator** as the subject on or before **12 January 2024, 5:00 PM** East African Time (EAT).

Only candidates that meet the minimum requirements and pass an entry test will have the opportunity to be included in future interview processes. Please note that, should you not be contacted more than two weeks after the deadline, consider your application unsuccessful. **COMPANY reserves the right not to consider applicants who do not meet all the minimum requirements.**