



ADVERTISEMENT for Project Management Office Expeditor – EACOP EITS Contractor

EITS Integrator Contractor (Electrical Instrumentation and Telecommunications Systems) for the EACOP project, requires the services of **Project Management Office (PMO) Expeditor**

Brief Description of Role:

This is a cross-functional role intended to standardize and introduce economies of repetition in the execution of projects.

The **PMO Expeditor** shall support the Project Management Team by focusing on planning, organizing, executing and controlling key tasks within the project execution to ensure maximum output with minimal errors. The PMO shall offer support to a cross-section of Project Team Functions including but not limited to Finance, Procurement, Logistics and Office Administration.

Key Responsibilities:

1. Support the Procurement Team in following up with local suppliers and subcontractors to ensure timely relay of inputs, adherence to planned schedules, adherence to invoicing and payment cycles and that commitments are met.
2. Provide support to operational and functional internal purchasers.
3. Support the Logistics and Supply Chain process related to the Project. Ensure adherence to local regulations in Logistics and Customs Clearance Processes at all points of interaction of EITS Contractor.
4. Support the Finance and Control Team in implementing the VAT Exemption Regime on the EACOP Project by being the liaison between the Project Management office, EACOP Company and, Government Regulatory Stakeholders (TPDC, EWURA, TRA etc.)
5. Continuously review standard operating procedures, processes and task cycles and find ways of improving them to better achieve closure of tasks
6. Emphasis on Speed, Efficiency and Effectiveness in Task Execution
7. Reporting to the Project Management Team

Minimum Requirements:

We are looking for experienced team members who have the following:

- Higher National Diploma OR Bachelor's Degree in Business Administration, Finance and Logistics, Economics, or any related field from a Recognized and Duly Accredited University
- Minimum 3 - 5 years' Work Experience in a Similar Role in a Recognized and Reputable Company.
- Work experience in a Logistics Firm, Clearing House, Port Authority, Finance Administration, or similar role is an advantage.
- Experience in Oil & Gas Sector, Large Complex Project is an added advantage
- Proficient in Microsoft Word Packages (WORD, EXCEL, PowerPoint, Projects, Database etc.)
- Excellent communication and organizational skills
- Experience in Management of Large Volumes of Data including record keeping, analysis, reports development, presentation, and reporting
- Ability to plan, prioritize, multi-task and manage time effectively and efficiently.
- Ability to work in a fast-paced work environment with multiple internal and external stakeholders
- Self-Driven with a high level of professional and personal integrity
- Fluent in English & Kiswahili
- Valid Driving License

Interested candidates that meet the minimum requirements and have the capability should send their CVs along with Academic Certificates in English by email to eacop.eits@se.com; with the reference **1070-ADVT-GAC EI-TZ-ELE-Project Management Office Expeditor** as the subject on or before **26 JAN 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**