



VACANCY ANNOUNCEMENT

Job Title: OFFICE ADMINISTRATOR

Job Type: Full Time

Reports to: General Service Officer

Location: Tanga, Tanzania

WHO WE ARE

The East African Crude Oil Pipeline (EACOP) project is a Midstream development located across Uganda and Tanzania that includes a nearshore Marine Storage and Export Terminal (MST). Once completed, the EACOP Company will operate the East African Crude Oil Pipeline, a 1,443 km long, electrically heated crude oil export pipeline that transports oil from Kabaale - Hoima in Uganda, to the Chongoleani Peninsula near Tanga Port in Tanzania for crude export to the international markets.

JOB DIMENSIONS/ GENERAL JOB DESCRIPTION

To be responsible for:

- Ensuring the smooth running of EACOP Tanzania – Tanga Branch Office.

DUTIES & RESPONSIBILITIES

- Handle Telephone and Correspondence Management: Efficiently manage incoming phone calls, emails, letters, and packages, ensuring timely and accurate responses.
- Guest Reception and Hospitality: Greet and welcome guests upon arrival, providing a courteous and professional first impression of the office.
- Reception Area Maintenance: Maintain a clean, organized, and presentable reception area, ensuring that all necessary stationery and materials are readily available.
- Office Safety and Operations: Ensure a safe working environment for staff and visitors and oversee responsible operations of the office facilities.
- Office Supplies Management: Order and manage office supplies, including stationery, consumables, and furniture, and maintain accurate inventory records.
- Travel and Accommodation Coordination: Arrange travel and accommodation for both visiting and resident employees, ensuring logistical needs are met efficiently.
- Expense Tracking and Record-Keeping: Maintain up-to-date records of office expenses, including LUKU bills, meals, and other costs, ensuring accurate financial tracking.
- Meeting and Event Organization: Organize meetings, schedule appointments, and coordinate catering for company events, ensuring all logistical details are handled effectively.
- Additional Duties: Perform any other related tasks as assigned to support the smooth operation of the office.

HEALTH, SAFETY & ENVIRONMENTAL RESPONSIBILITIES

EACOP is committed to ensuring that the health, safety and welfare of workers, communities, and the environment are well addressed and managed. Therefore, the employee is mandated to:

- Fully complies with Company H3SE (Health, Safety, Social, Security & Environment) policies and Life Saving Rules.
- Actively participates in HSEQ and promotes this culture to co-workers.
- Remain vigilant and maintain continuous awareness of potential unsafe conditions.
- Communicates to management any HSE related concerns and ways to improve them.
- Maintains a workplace & workspace that is safe, clean, and always neat – practice good housekeeping.

QUALIFICATIONS / EXPERIENCE REQUIRED

Academic Qualifications:

- Bachelor's degree in administration or any related field
- English proficiency

Experience Required:

- Minimum 4 years' experience in in a related Administration role
- Proven ability to multitask, work independently, and manage significant workload and competing demands.

- Capable of working with minimum supervision.
- Strong interpersonal skills are required.
- Good organization skills and aptitude to work under stress.
- Good HSE (Health, Safety and Environment) knowledge and awareness.
- Competent Computer skills I.e., Word, Excel and PowerPoint.

HOW TO APPLY

The applicant must submit his/her Curriculum Vitae CV and a Cover Letter explaining why he/she is the suitable candidate for the position. Applicants are also required to provide details of three (3) referees one of whom should be the most recent employer. **Please submit your application only through ANY of the contact information provided below. Application deadline is on 30th September 2024.**

Air Swift: airswift.com

CCL: tanzania@cclglobal.com

IMI: imi-tanzania@imi-eag.com

ITM: recruitmenttanzania@itmafrica.com

Qsourcing: recruitmenttanzania@qsourcing.com

Seaowl: sestz@seaowlgroup.com



NOTE: No payment is required at any stage of the recruitment process.