



VACANCY ANNOUNCEMENT

Job Title: WAREHOUSE & STOCK COORDINATOR

Job Type: Full Time

Reports to: N+1: Head of Logistics | N+2: Operations Director

Location: Marine Storage Terminal, Tanga

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

- Manages all activities of the various EACOP warehouses at MST (main warehouse), PS-1, PS-4 & PS-5.
- Manage the Warehouses Specific Maintenance Contract (SMC).

DUTIES & RESPONSIBILITIES

In accordance with policies and procedures in place in EACOP, The Warehouse & Stock Officer is responsible for:

- Provide support for inventory management and warehousing activities.
- Reviews material and cargo handling and storage tasks.
- Follow-up of all transport vehicles dispatched to the operational sites.
- Responsible for proper database management for electronic documentation related to material delivery.
- Monitors warehouse inventory levels and place orders as required.
- Provides information to customers (maintenance and operations teams) on the status of their orders.
- Ongoing follow-up with suppliers for out-of-stock goods.
- Continuously tracks inventory at our warehouse, manages receipt and labeling issues with the warehouse supervisor.
- Monitors expected delivery times and identifies any delivery delays to proactively intervene with suppliers to correct the situation.
- Handles products to ensure quality.
- Organize MST main warehouse catalogue goods, plan routes and process shipments.
- Carries out periodic site visits (to PS-1, PS-4 & PS-5) to ensure compliance with approved warehouse management rules and procedures.

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 or Advanced Diploma in one of the following fields: Taxation, Customs, Accountancy, Finance, Economics, Business Administration, Law or equivalent.

Experience Required:

- Proficiency in English, both spoken and written.

- Knowledge of the processes used in operational logistics: transportation regulations practices, routes, contacts, best practices.
- 10 years' experience in logistics operations involving warehouse management.
- Adaptability, diplomacy, rigor.
- Compliance with procedures.

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.