

## The Company

E.A.L.S Limited is an incorporated company in Tanzania and operates in Tanzania with its head office in Dar es salaam. The primary objective of the company is to provide Logistics integration services to Tanzania Petroleum subsector including oil & gas projects on an end-to-end basis.

## The Position

### **REPORTING OFFICER (Fixed Term Contract)**

## Position Objective

Responsible for reporting, processing, and analyzing qualitative and quantitative data concerning the activities implemented by C&F operations and supervising the data entry tasks.

## Key Responsibilities

- Daily preparation of Track and Trace reports for internal use and transmission to client.
- Prepare dashboards on ongoing operations to help Operations Management plan and monitor the operations. (Operational dashboard and General Cargo dashboard)
- Ensuring that Track & Trace reports are updated by the operations team (Onshore and Offshore) within 24h (Event Freshness and completeness analysis)
- Check accuracy of data captured in the TMS and alert the Operations team offshore and onshore in case of discrepancies.
- Create and update calls with Incoming vessel details upon request by the CSO.
- Alert on delayed operations and assess the Operational Risks (Storage, DnD)
- Correction of incorrect events and information on Tracking agent and Track admin.
- Ensure follow-up of Demurrage and Detention risks using the dedicated System (Dendi) and by updating the necessary information in the System accordingly (interchange dates etc)
- Monthly preparation of lead-time KPIs (internal and for the client) based on the Track & Trace reports.
- Deliver trainings to field and operations staff on data processing and on reporting and analysis skills.
- Preparation, analysis and transmission of PTS (Pipetrak System) reports on scanned pipes, reported damages and repairs for FBE and PUF pipes.
- Preparation of business review files analysing the quarterly performance of business operations.
- Adhere to all HSE requirements of the project
- Any other duties as assigned by Line Management

<b>Education</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in Data Science/ Information Systems or any other relevant field.</li> </ul>
<b>Professional Qualification</b>	<ul style="list-style-type: none"> <li>• Bias on reporting and data management.</li> <li>• Other professional qualifications.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 3 years of relevant work experience.</li> </ul>
<b>Attributes/Skills</b>	<ul style="list-style-type: none"> <li>• Computer proficiency (Excellent MS Office Skills– proficient in formulas and charting, outlook).</li> <li>• Reporting skills.</li> <li>• Evidence of strong team-working, ability to be adaptable, learn fast.</li> <li>• Good level of numeracy.</li> <li>• Ability to work under pressure and meet deadlines</li> <li>• Effective Communication Skills.</li> <li>• Initiative, flexibility and willing to learn.</li> <li>• High level of integrity.</li> <li>• Ability to lead team.</li> <li>• Attention to details.</li> </ul>

<b>Reporting to</b>	<b>OPERATIONS SUPPORT SPECIALIST</b>
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Job Advertise Date	Job Reference No	Closing Date
<b>10/01/2025</b>	<b>EALS001/CT/2025</b>	<b>25/01/2025</b>

<b>NOTE:</b>	<p>Apply to <a href="mailto:TZ009-info.careers@eals.co.tz">TZ009-info.careers@eals.co.tz</a>  <i>Please note that should you not be contacted within 2 weeks after closing Job Advertisement – Consider your application unsuccessful</i></p>
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