



VACANCY ANNOUNCEMENT

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 Title: Training Coordinator **Reports to:** Head of Methods and Process **Location:** Tanga - Tanzania
Job Type: Full Time

Job dimensions / General job description

Responsible for the fulfilment of all the training and competency requirements of Field Operations staff (+/- 150 employees). Develop training matrix based on job functions and responsibilities. Identify training programs that can be accomplished each year within budget. Establish the best means to accomplish training courses – internal or external. Organize training sessions with providers, ensuring both instructors and staff participants attend the training. Evaluate training effectiveness and required audit of training provider and content. Participate in the evaluation of competency level of Field Operations personnel. Identify strengths and competency gaps. Propose relevant training to fill competency gaps for current role of staff and for development into planned next role.

Duties & Responsibilities

- Participate to the development of the Operator Training Simulator (OTS) of EACOP.
- Participate to the Factory Acceptance Test and Site Acceptance Test of the Operator Training Simulator.
- Participate to the deployment of the Operator Training Simulator.
- Receive training from vendor of the Operator Training Simulator.
- Regularly train EACOP operators on site facilities control using the Operator Training Simulator.
- Participate in the development of the training strategy and program, procedures, and tools.
- Analyze & identify all training needs.
- Participate to the development of the training curriculum for all operational disciplines.
- Identify and map skills required for EACOP Operations Staff to perform at required level.
- Develop and maintain a training matrix based on job functions and specific duties.
- Maintain a reliable and effective competence management system, including accurate record keeping across all company systems.
- Participate in the evaluation of competency level of Field Operations personnel.
- Ensure all training and competence assurance processes are followed 'end-to-end', throughout the employee lifecycle.
- Support the management in developing competency matrix, job descriptions and conducting job evaluation.
- Identify training programs that can be accomplished each year within budget.
- Issue yearly training plan and budget.
- Evaluate the performance of the training plan on an ongoing basis and annually.
- Establish best practices to accomplish training - traditional classroom presentations, recorded presentations, virtual classroom, practical sessions.
- Interface between training providers and EACOP management.
- Assurance of Training Provider training and assessment programs. Achieved through a combination of objective audit and subjective inspections in accordance with a set schedule to determine the fitness for purpose of training and assessment.
- Ensure both instructors and staff attend all planned training sessions.
- Identify & propose relevant training to fill competency gaps for current role of staff and for development into planned next role.

Qualifications / Experience Required

Academic Qualifications:

- Minimum of bachelor's degree.

Experience Required:

- Minimum 10 years in Oil & Gas or related industry.
- 5 years in a Training and Development or HR Coordination position.
- Excellent interpersonal and communication skills.

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.

HOW TO APPLY

The qualifying applicant must submit his/her Curriculum Vitae CV and a Cover Letter explaining why he/she is the suitable candidate for the position. Please submit your application only through ANY of the contact information provided below.

Application deadline is on **9th April 2025**

Seaowl: sestz@seaowlgroup.com

Air Swift: recruitment.tanzania@airswift.com

Qsourcing: recruitmenttanzania@qsourcing.com

CCL: tanzania@cclglobal.com

Note: The positions are open to "Local Tanzanians only"