PIVOTECH COMPANY LIMITED
17 Bunge Street, Mbezi Beach B,
P.O. Box 60225,
Dar es Salaam,
Tanzania.
Tel: +255 (0) 22 261 7822
Email: info pivotechgroup.co.tz
https://www.pivotechgroup.co.tz

POSITION DETAILS

Job Title	Head of Operations
Company	PIVOTECH Company Limited
Department	Managing Director's Office
Category	Managerial
Vacancies	1
Salary	Competitive package (negotiable)
Posted on	20/05/2023
Last date	26/05/2023

ABOUT US

PIVOTECH is an engineering services company, specializing in O&M services in Electrical, Mechanical, and ICT-related disciplines. PIVOTECH also executes Civil Works and Building contracts both for Governments & non-government institutions. The company has been in existence since 2007 and currently employs 264 permanent staff. The company is ISO compliant in ISO 9001:2015, ISO 14001:2007 and OHSAS 18001:2015 standards.

CORE JOB DESCRIPTION

Head of Operations is responsible for management of all telecommunication maintenance- related operations undertaken by PIVOTECH. S(he) will make sure all PIVOTECH endeavours are carried in accordance with established QMS procedures, OHS procedures, EMS procedures and without breach of Service Level Agreement(s) between PIVOTECH and her client(s). The candidate will direct and oversee Power & Energy (Telecom portfolio) maintenance activities to ensure both client's and company's set objectives are met.

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KEY TASKS

Head of Operations will have the following key responsibilities: -

- Ensuring Preventive Maintenance activities are planned, scheduled, executed, and audited.
- Ensuring Corrective Maintenance alerts are timely escalated, attended, resolved and root causes established.
- Minimizing performance-related penalties exposure
- Ensuring tools and supporting equipment assigned to operations teams, are adequate and maintained in good working order
- Managing Fuel schedules and their deliveries, ensuring minimal deviations
- Overseeing spare parts usage plan, deployment and replaced spares returns
- Ensuring Operations teams competence gaps are continuously identified and addressed.
- Formulating and managing Operations Budget
- Help in identifying Operational-related Risks, document and manage them
- Coordinating and ensuring all required reports and accurately, timely produced and duly shared.
- Fostering engaging work environment to keep the Operations teams motivated
- Ensure all Departmental Policies and Standard Operating Procedures are adequately formulated and reviewed.

EDUCATION

A minimum of Bachelors Degree preferably in Engineering. Any Business Administration-related qualification will be an added advantage.

EXPERIENCE

At least Ten (10) years of related experience with at least seven (7) years in senior management position.

SKILLS & ABILITIES

- Knowledge of data analytics and reporting
- Outstanding communication and negotiation skills
- Excellent organizational and leadership ability
- Analytical mind
- Problem-solving aptitude
- Proactive, Innovative, Attention to detail

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- Registered with EWURA and ERB
- Valid Driver's license

How to Apply:

1. Subject of your e mail must read "***Application for Head of Operations***";

2. Attach your CV and copies of your certificates to recruitment@pivotechgroup.co.tz

Deadline:

Thursday, 26th May 2023 at 11:59pm. All applications received after the deadline will not be considered. If you do not hear from us after 14 days since you sent your application, consider your application as unsuccessful.

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POSITION DETAILS

Job Title	SHEQ Coordinator
Company	Pivotech Company Limited
Department	SHEQ
Category	Operational
Vacancies	1
Salary	Competitive package (negotiable)
Posted on	20/05/2023
Last date	23/05/2023

ABOUT US

PIVOTECH is an engineering services company, specializing in O&M services in Electrical, Mechanical, and ICT-related disciplines. PIVOTECH also executes Civil Works and Building contracts both for Governments & non-government institutions. The company has been in existence since 2007 and currently employs 260 permanent staff. The company is ISO compliant in ISO 9001:2015, ISO 14001:2007 and OHSAS 18001:2015 standards.

CORE JOB DESCRIPTION

SHEQ Coordinator coordinates and monitors the implementation of the Company's Health-Safety, Environment and Quality policy. The position ensure that the Company and its external service providers comply with the requirements of legislation by monitoring the company and external service providers SHEQ compliance, attend and report at SHEQ meetings and ensure statutory and regulatory compliance by conducting site audits.

KEY TASKS

- Provision of SHEQ trainings to all PIVOTECH employees & external service providers
- Provision of PPEs to all employees working on sites and ensure Records are well retained
- Conducts SHEQ audits and inspection in all sites

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- Investigate, prepare and share incidents reports to the SHEQ Manager
- Participate in all SHEQ Campaigns
- Participate in all SHEQ Audits
- Conduct General SHEQ induction to all PIVOTECH employees
- Recognize the best SHEQ compliance team
- Organize and conduct health, safety and environmental committee meeting
- Conducting SHEQ and Security drills
- Organize and participate in OSHA compliance audit for all client's projects
- Coach and mentor SHEQ subordinates in providing a Health, Safety, Environment, Quality support and service to Business Units.
- Ensure Deployment and Inspection of Office and Client fire extinguishers
- Returns visibility on Tires, Scrap metals, Cables
- Follow up on Observations reporting especially in Google form
- Ensure use of Stop Card App
- Comply to Golden rules, Communicate to site teams.
- Ensure utilities records are kept for each project/office

EDUCATION

A minimum of Bachelor degree preferably in Environmental Engineering or Environmental Science & Management.

EXPERIENCE

At least Five (5) years of related experience, A candidate with experience in managing ISO standards in quality, environmental and health & safety will be an added advantage.

SKILLS & ABILITIES

- Excellent analytical skills
- Excellent communication skills
- Have good persuasion skills
- Fluency in English
- Excellent report writing skills
- Planning and organizational skills

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How to Apply:

1. Subject of your e mail must read "***Application for SHEQ Coordinator***";

2. Attach your CV and copies of your certificates to
   recruitment@pivotechgroup.co.tz

Deadline:

Tuesday, 23rd May 2023 at 11:59pm. All applications received after the deadline will not be considered. If you do not hear from us after 14 days since you sent your application means your application was not successful.