

## Job Advertisement

The Human Resources Office of Daqing Oilfield Constructions Group Company Limited (DOCG) informs all Tanzanians with the following qualifications and who are ready to work at the Marine Tanks & Terminal Project (MTT) at Chongoleani about the following employment position.

### 1.0. Position-Fire Fighting Supervisor (1 Position)

#### 1.1. Qualifications: -

- Education: Bachelor's degree, preferably in fire science, emergency management, or a related field.
- Mandatory Certifications: In Tanzania, you may need to obtain certifications from organizations like the National Fire Protection Association (NFPA) or the Fire Service and Rescue Agency (FSRA) to become a qualified firefighter. Common certifications include Firefighter I and II, Hazardous Materials Operations, and Emergency Medical Technician (EMT).
- Experience: Minimum 5 years' experience in Industry with Senior HSE Supervision role. and depth knowledge of Operational Safety based on international Oil & Gas Referential.
- Leadership Skills: Develop strong leadership and management skills as Fire Fighting Officers are responsible for supervising and coordinating firefighting operations and personnel.
- Physical Fitness: Excellent physical fitness and health. Firefighting is a physically demanding job, so must meet certain physical fitness and medical standards; need to pass a physical fitness test and undergo a medical examination as part of the recruitment process.
- Training: Complete a firefighting training program or academy, which covers essential topics like fire prevention, emergency response, hazardous materials, and more.
- Personal ability: good teamwork ability, strong minded, good analytical skills, good interpersonal and communication skills. Ability to work in multi-cultural business environment and to work under high- pressure situations and make critical decisions.
- Language: Fluent in English (speaking and writing); and fluent in Swahili.

#### 1.2. Responsibilities: -

##### 1.2.1. Compliance and Regulations

- Ensure compliance with Tanzanian regulations and guidelines related to fire safety and emergency response.
- Draft and update all mandatory Fire Fighting procedures for the Project in accordance with Tanzanian legislation like Fire Risk Assessment for temporary facilities, Fire Emergency Evacuation Plan, Emergency Fire Preparedness Plan and Fire Prevention Plan.

### **1.2.2. Fire Prevention**

- Conduct inspections of buildings and properties to identify fire hazards and ensure compliance with fire codes and regulations.
- Inspect buildings, camp, facilities, and public areas to identify fire hazards and enforce fire safety codes.
- Conduct fire safety and prevention education programs for the community.

### **1.2.3. Risk Assessment**

- Conduct risk assessments to identify potential hazards and vulnerabilities within the community.
- Make recommendations for mitigating risks and improving emergency preparedness.

### **1.2.4. Firefighting and Emergency Response**

- Serve as the incident commander during emergency responses, making critical decisions and coordinating efforts.
- Respond to fire and coordinate firefighting and rescue operations during emergencies, such as fires, hazardous materials incidents, and natural disasters.
- Operate firefighting equipment, tools, and vehicles to extinguish fires and mitigate hazards.
- Participate in long-term planning to improve emergency response capabilities.
- Prioritize safety for all team members and the public during firefighting and emergency response operations.

### **1.2.5. Incident Management**

- Take charge of emergency scenes, establish an incident command, and make critical decisions to manage and resolve incidents effectively.
- Maintain detailed records of emergency responses, incident reports, and training activities, including their causes, actions taken, and outcomes.

### **1.2.6. Equipment and Resources**

- Manage the procurement, maintenance, and readiness of firefighting equipment, apparatus, and resources.
- Ensure proper maintenance, inspection, and readiness of firefighting equipment, including hoses, pumps, and vehicles; ensure that they are in good working order.
- Keep up with the latest developments in firefighting techniques, equipment, and safety protocols to ensure the highest level of service.

## **3.0. Duration**

The Contract shall be for a specific task for the whole constructions period of the project.

## **4.0. Job type**

Full time employment.

## **5.0. Place of Work**

Chongoleani Tanga.Daqing Oilfield Constructions Group Company Limited (DOCG) will provide camp accommodation for this positions in our temporary facilities.Camp

accommodations of this positions is a must.

#### 4.1 Mode of application

Send hand delivery applications to Daqing Oilfield Constructions Group Company Limited (DOCG) human resource office through Ward Executive Office at Chongoleani ward in Tanga city (For those coming from Tanga and local communities) or send an online application to Daqing Human Resource online application email to [tz\\_hr@docgi.cn](mailto:tz_hr@docgi.cn) (For those outside of Tanga City) on or before **2<sup>nd</sup> of December 2023 at 17:00 hours East African Time (EAT)**. Email applications should include the position applied for in the subject of the mail.

**NOTE: For these positions, applicants from other parts of Tanzania are not required to stamp their application letters at the Chongoleani Ward office; only natives of the Chongoleani Ward are eligible to do so.**

#### WOMEN ARE ENCOURAGED TO APPLY.

Deadline for Applications shall be at least 14 days from day of advertisement

**(Deadline for applications is 4<sup>th</sup> December 2023)**

NOTICE; NO HIRING AT THE GATE!!!

**Application is completely free, do not pay to apply or to get a job!!**

For inquiries (working hours): 0764467564,0755 217 597,

Issued by;-

Human Resource Officer (Daqing Oilfield Constructions Group Company Limited)

On this 20 day of November , 2023.

## Tangazo la kazi.

Ofisi ya Rasilimali Watu ya Daqing Oilfield Constructions Group Company Limited (DOCG) inawatangazia Watanzania wote wenye sifa na walio tayari kufanya kazi katika eneo la Chongoleani katika Mradi wa Bomba la Mafuta Ghafi la Afrika Mashariki (EACOP) fursa za ajira kama ifuatavyo.

### 1.0. Fursa ya Ajira-Msimamizi wa Kupambana na Moto (Nafasi 1)

#### 1.1. Sifa za waombaji.

- Elimu: Shahada ya kwanza, ikiwezekana katika sayansi ya moto, usimamizi wa dharura, au fani inayohusiana.
- Vyeti vya Lazima: Nchini Tanzania, utahitajika kuwa na uthibitisho kutoka kwa mashirika kama vile Chama cha Kitaifa cha ulinzi wa Moto (NFPA) au Shirika la Zimamoto na Uokoaji (FSRA) ili uwe mpiganaji wa moto aliyehitimu. Vyeti vya kawaida ni pamoja na cheti cha zima moto daraja I na II, Uendeshaji wa Nyenzo Hatari, na mtaalamu wa huduma za Dharura (EMT).
- Uzoefu: Kiwango cha chini cha uzoefu wa miaka 5 katika Sekta husika na uzoefu kwenye masuala ya Mazingira na Afya kazini HSE., na maarifa ya kina ya Usalama wa Uendeshaji na usimamizi kulingana na Rejeleo la kimataifa la Mafuta na Gesi.
- Ustadi wa Uongozi: Kukuza ustadi dhabiti wa uongozi na usimamizi kwani Maafisa wa Zimamoto wana jukumu la kusimamia na kuratibu shughuli za kuzima moto.
- Utimamu wa Kimwili: Utimamu bora wa mwili na afya. Kuzima moto ni kazi inayohitaji nguvu nyingi, kwa hivyo lazima ufikie viwango fulani vya usawa wa mwili na matibabu; uwe umepita mtihani wa utimamu wa mwili na kufanyiwa uchunguzi wa kimatibabu kama sehemu ya mchakato wa kuajiri.
- Mafunzo: Kamilisha programu au chuo cha mafunzo ya kuzima moto, ambacho kinashughulikia mada muhimu kama vile kuzuia moto, utayari wa kushulikia dharura, namna ya kushughuka na nyenzo hatari na zaidi.
- Uwezo wa kibinafsi: uwezo mzuri wa kufanya kazi pamoja, akili dhabiti, ustadi mzuri wa uchanganuzi, ustadi mzuri wa mawasiliano. Uwezo wa kufanya kazi katika mazingira ya mchanganyiko wa kitamaduni za kimataifa na kufanya kazi chini ya hali ya shinikizo kubwa na kufanya maamuzi muhimu.
- Lugha: Ufasaha katika Kiingereza (kuzungumza na kuandika); na kuongea kiswahili fasaha.

#### 1.2. Majukumu ya msimamizi wa kupambana na moto.

##### 1.2.1. Uzingatiaji na Kanuni

- Kuhakikisha uzingatiaji wa kanuni na miongozo ya Tanzania kuhusiana na usalama wa moto na dharura.
- Kuandaa rasimu na kusasisha taratibu zote za lazima za Kuzima Moto za Mradi kuwa kwa mujibu wa sheria za Tanzania kama vile Tathmini ya Hatari ya Moto kwenye kambi za wafanyakazi, Mpango wa Uokoaji wa Dharura ya Moto, Mpango wa Maandalizi ya Dharura ya Moto na Mpango wa Kuzuia Moto.

##### 1.2.2. Kuzuia Moto

- Kufanya ukaguzi wa majengo na mali ili kutambua hatari za moto na kuhakikisha kufuata kanuni za moto.
- Kukagua majengo, kambi, vifaa, na maeneo ya umma ili kutambua hatari za moto na utekeleza kanuni za usalama wa moto.
- Kuendesha programu za elimu ya usalama na uzuiaji wa moto kwa jamii.

### 1.2.3. Tathmini ya hatari

- Kufanya tathmini za hatari ili kubaini hatari na udhaifu unaoweza kutokea ndani ya jamii.
- Kutoa mapendekezo ya kupunguza hatari na kuboresha maandalizi ya dharura.

### 1.2.4. Kuzima moto na Mpango wahuduma ya Dharura

- Kutumikia kama kamanda wa matukio wakati wa dharura, kufanya maamuzi muhimu na kuratibu juhudi za dharura.
- Kukabiliana na moto na kuratibu shughuli za kuzima moto na uokoaji wakati wa dharura, kama vile moto, matukio ya hatari na majanga ya asili.
- Kutumia vifaa vya kuzima moto, zana, na magari ili kuzima moto na kupunguza hatari.
- Kufanya shughuli za utafutaji na uokoaji ili kuokoa maisha na kulinda mali.
- Kudumisha ufahamu wa hali na kurekebisha mikakati inapohitajika wakati wa dharura.

### 1.2.5. Usimamizi wa matukio

- Kudhibiti matukio ya dharura, kutoa amri wakati wa matukio, na kufanya maamuzi muhimu ili kudhibiti na kutatua matukio kwa ufanisi.
- Kudumisha rekodi za kina za majibu ya dharura, ripoti za matukio, na shughuli za mafunzo, ikiwa ni pamoja na sababu zao, hatua zilizochukuliwa na matokeo.

### 1.2.6. Vifaa na Rasilimali

- Kudhibiti ununuzi, matengenezo, na utayari wa vifaa vya kuzima moto, vifaa na rasilimali.
- Kuhakikisha utunzaji sahihi, ukaguzi na utayari wa vifaa vya kuzima moto, pamoja na hozi, pampu na magari; kuhakikisha kuwa viko katika mpangilio mzuri wa kazi na utayari.
- Kuendana na maendeleo ya hivi punde katika mbinu za kuzima moto, vifaa na itifaki za usalama ili kuhakikisha kiwango cha juu zaidi cha huduma.

## 1.3. Muda wa Mkataba

Mkataba wa kazi Maalum kulingana na mradi.

## 1.4. Muda wa Kazi

Muda wote wa mradi au kipindi chote cha mradi.

## 1.5. Sehemu ya Kazi

Chongoleani Tanga, Daqing Oilfield Constructions Group Company Limited (DOCG) kampuni itatoa Malazi kwa wafanyakazi ndani ya kambi ya wafanyakazi. Malazi kwa nafasi hii ndani ya kambi ya wafanyakazi ni lazima.

## 1.6. Njia ya maombi

Tuma maombi kwa Afisa Rasilimali Watu wa Daqing Oilfield Constructions Group Company Limited (DOCG) kupitia Ofisi ya Kata Chongoleani iliyopo ndani ya jiji la Tanga (Hii ni kwa wakazi wa Jiji la Tanga na Kata ya Chongoleani) au kwa barua pepe [tz\\_hr@docgi.cn](mailto:tz_hr@docgi.cn) (Kwa waliopo nje ya Jiji la Tanga) kabla ya tarehe 2/12/2023 saa 17:00 kamili jioni (Saa za Afrika Mashariki). Maomba yatakayotumwa kwa barua pepe ni lazima yaoneshe nafasi uliyoomba kwenye kichwa cha barua pepe.

**ZINGATIA: Kwa nafasi hizi, waombaji kutoka maeneo mengine ya Tanzania hawatakiwi kupiga muhuri barua zao za maombi katika Ofisi Kata ya Chongoleani; Ni wenyeji tu wa Kata ya Chongoleani wanaostahili kufanya hivyo.**

### WANAWAKE WANAHIMIZWA KUTUMA MAOMBI

Mwisho wa kutuma Maombi ni siku 14 kutoka siku ya tangazo

**(Kabla ya Tarehe 4 Disemba 2023)**

TAARIFA: HAKUNA KAZI ZINAZOTOLEWA GETINI!!!

**Maombi ni bure kabisa, usilipe au kutoa hela kupata kazi!**

Kwa Maelezo (masaa ya kazi): 0764 467 564,0755 217 597,

Imetolewa na; -

Afisa Rasilimali Watu (Daqing Oilfield Constructions Group Company Limited)

Katika siku hii ya tarehe 20 Novemba, 2023.

## Job Advertisement

The Human Resources Office of Daqing Oilfield Constructions Group Company Limited (DOCG) informs all Tanzanians with the following qualifications and who are ready to work at the Marine Storage Terminal Project (MST) at Chongoleani.

### 1.0. Position – Ware House Supervisor (01 post)

#### 1.1. Qualifications: -

- Degree in business management, logistics or a related field preferred.
- At least 3 years' experience as a warehouse supervisor or a similar role.
- Excellent knowledge of warehouse operations and inventory management.
- Proficient in using ERP, warehouse management software and other relevant tools.
- Ability to analyze data, identify trends, and make data-driven decisions.
- Strong communication skills and ability to collaborate effectively with cross-functional teams.
- Knowledge of safety regulations and best practices in warehouse operations.

#### 1.2. Responsibilities: -

##### 1.2.1. Inventory Management

- Oversee the receiving, storage, and distribution of products and materials.
- Maintain accurate inventory records and conduct regular physical inventory checks.
- Implement efficient inventory control measures to minimize discrepancies and losses.
- Coordinate with internal teams to ensure timely deliveries and accurate order fulfillment.

##### 1.2.2. Operational Efficiency

- Develop and implement efficient warehouse processes and procedures.
- Optimize warehouse layout and organization for maximum space utilization.
- Monitor and improve overall warehouse efficiency, including picking, packing, and shipping processes.
- Implement best practices to enhance productivity and reduce operational costs.

##### 1.2.3. Quality Control

- Ensure the quality and condition of products are maintained during storage and transportation.
- Implement quality control measures to identify and address damaged or defective items.
- Collaborate with relevant teams to resolve quality-related issues and implement preventive measures.



#### 1.2.4. Safety and Compliance

- Enforce safety protocols and guidelines to create a safe working environment.
- Ensure compliance with local, state, and federal regulations related to warehouse operations.

#### 1.2.5. Reporting and Documentation

- Generate regular reports on warehouse activities, including inventory levels, order fulfillment, and operational efficiency.
- Maintain accurate documentation of inventory, shipments, and receiving activities.
- Provide reports and analysis to management, highlighting key performance indicators and areas for improvement.

#### 1.2.6. Equipment Maintenance

- Oversee the maintenance and repair of warehouse equipment, such as forklifts, pallet jacks, and conveyor systems.
- Schedule regular equipment inspections and ensure compliance with safety standards.
- Coordinate with maintenance personnel to address equipment issues promptly.

### 1.3. Duration

The Contract shall be for a specific task for the whole constructions period of the project.

### 1.4. Job type

Full time employment

### 1.5. Place of Work & Residency

The place of work for this position shall be Chongoleani ward in Tanga city, as our sites are located there. Daqing Oilfield Constructions Group Company Limited (DOCG) will provide camp accommodation in our temporary facilities for this positions. It is mandatory for individuals in these positions to utilize the camp accommodations.

### 1.6. Mode of application

Send hand delivery applications to Daqing Oilfield Constructions Group Company Limited (DOCG) human resource office through Ward Executive Office at Chongoleani ward in Tanga city (For those coming from Tanga and local communities) or send an online applications to Daqing Human Resource online application email to [tz\\_hr@docgi.cn](mailto:tz_hr@docgi.cn) (For those outside of Tanga City) on or before **4<sup>th</sup> of December 2023 at 17:30 hours East African Time (EAT)**. Email applications should include the position applied for in the subject of the mail.



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For inquiries (working hours): 0764467564,0755 217 597,

Issued by;-

Human Resource Officer (Daqing Oilfield Constructions Group Company Limited)  
On this 20 day of November , 2023.

## Tangazo La Kazi

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### 1.0. Nafasi – Msimamizi wa Ghala (Nafasi 01)

#### 1.1. Sifa za muombaji: -

- Shahada ya usimamizi wa biashara, usafirishaji au zinazoendana na hizo.
- Uzoefu katika fani ya Usimamizi wa Ghala usiopungua Miaka Mitatu (3).
- Ujuzi Bora wa Uendeshaji wa Ghala na Usimamizi wa Hesabu.
- Awe na ufahamu wa kutumia programu za kuendesha shughuli za kwenye maghala kama vile **ERP**, na uzoefu wa matumizi ya mifumo mengine ya kimtandao ya usimamizi wa Ghala.
- Uwezo wa kuchambua taarifa, kutambua mienendo, na kufanya maamuzi yanayohusiana na taarifa za kikazi.
- Ujuzi mzuri wa mawasiliano na uwezo wa kushirikiana kwa ufanisi pamoja na wafanyakazi wengine katika kazi.
- Mwenye maarifa na uelewa wa kanuni za usalama na uwezo wa kumudu vizuri kazi ya usimamizi wa ghala kulingana na mazoea bora ya kitaaluma.

#### 1.2. Majukumu ya kazi:

##### 1.2.1. Usimamizi wa kumbukumbu za ghala

- Kusimamia upokeaji, uhifadhi na usambazaji wa bidhaa na nyenzo za ujenzi kutoka ghalani.
- Kudumisha hesabu na rekodi ghalani pamoja na kufanya ukaguzi wa mara kwa mara wa uhakiki wa vifaa na samani za ghala kwa umakini.
- Kutekeleza kwa ufanisi udhibiti wa mahesabu, hatua za kupunguza tofauti na hasara.
- Kuratibu mambo kwa kushirikiana na wafanyakazi wengine kwenye idara ili kuhakikisha utoaji kwa wakati vifaa pamoja na utimilifu wa maagizo menigine kwa sahihi.

##### 1.2.2. Ufanisi wa uendeshaji na utendaji

- Kuendeleza na kutekeleza kwa ufanisi taratibu na utaratibu wa Ghala.
- Boresha mpangilio wa Ghala kwa kiwango cha juu ilikuwezesha matumizi ya nafasi.
- Kufuatilia na kuboresha ufanisi wa jumla wa ghala, ikiwa ni pamoja na uchukuaji, upakiaji na michakato ya usafirishaji wa bidhaa mbali mbali.
- Kutekeleza mazingira bora kwenye ghala ili kuongeza tija, na kupunguza gharama za uendeshaji.

### 1.2.3. Udhibiti wa ubora

- Kuhakikisha ubora na hali ya bidhaa inadumishwa wakati wa kuhifadhi na usafirishaji.
- Kutekeleza hatua za udhibiti wa ubora ilikutambua na kushughulikia bidhaa zilizoharibika au vitu vyenye kasoro
- Shirikiana na timu husika kutatua masuala yanayohusiana na ubora kutekeleza hatua za kuzuia kuharika kwa ubora wa bidhaa.

### 1.2.4. Kufuata taratibu za usalama.

- Kutekeleza itifaki na miongozo ya usalama na kutengeneza mazingira mazuri ya kufanyia kazi.
- Kuhakikisha unafuata sheria za kitaifa na kanuni zinazohusiana na shughuli za ghala

### 1.2.5. Kuandaa ripoti na nyaraka nyinginezo

- Kuandaa ripoti za mara kwa mara kuhusiana na shughuli za Ghala na viwango vya mahesabu, utimilifu wa maagizo (**orders**) na ufanisi wa uendeshaji.
- Kutunza na kudumisha nyaraka mbali mbali za ghala kama vile nyaraka za kumbukumbu za bidhaa na vifaa, nyaraka za usafirishaji na nyaraka za kupokea mizigo mbali mbali kwenye ghala.
- Kutoa ripoti na uchambuzi kwa uongozi wa idara na kampuni na kuangazia viashiria muhimu vya utendaji na maeneo ya kuboresha.

### 1.2.6. Matengenezo ya Vifaa

- Kusimamia Matengenezo na ukarabati wa vifaa vya Ghala kama **Forklifts, Pallet Jacks** na Mifumo ya **Conveyor**. (*Mashine za kusafirisha mizigo ndani ya ghala*)
- Kupanga ukaguzi wa mara kwa mara wa vifaa na kuhakikisha kufuata viwango vya Usalama
- Kuratibu na kusimamia wafanyakazi wa matengenezo na kushughulikia maswala ya vifaa vya matengenezo.

## 1.3. Muda wa Mkataba

Mkataba wa kazi Maalum kulingana na mradi.

## 1.4. Muda wa Kazi.

Muda wote wa mradi au kipindi chote cha mradi.

## 1.5 Sehemu ya Kazi na Makazi.

Sehemu ya kazi kwa nafasi hii itakuwa eneo la Chongoleani katika jiji la Tanga, kwani maeneo yetu ya kazi yalipo. Kampuni ya Daqing Oilfield Constructions Group Company Limited (DOCG) itatoa malazi ya kambi ka kwa ajili ya nafasi hii. Ni lazima kwa watu wenye nafasi hizi kutumia malazi ya kambi.

### 1.5. Njia ya Maombi.

Tuma maombi kwa Afisa Rasilimali Watu wa Daqing Oilfield Constructions Group Company Limited (DOCG) kupitia Ofisi ya Kata Chongoleani iliyopo ndani ya jiji la Tanga (Hii ni kwa wakazi wa Jiji la Tanga na Kata ya Chongoleani) au kwa barua pepe [tz\\_hr@docgi.cn](mailto:tz_hr@docgi.cn) (Kwa waliopo nje ya Jiji la Tanga) **kabla ya tarehe 4 Disemba 2023 saa 17:00 kamili jioni (Saa za Afrika Mashariki)**. Maomba yatakayotumwa kwa barua pepe ni lazima yaoneshe nafasi uliyoomba kwenye kichwa cha barua pepe.

**ZINGATIA: Kwa nafasi hizi, waombaji kutoka maeneo mengine ya Tanzania hawatakiwi kupiga muhuri barua zao za maombi katika Ofisi Kata ya Chongoleani; Ni wenyeji tu wa Kata ya Chongoleani wanaostahili kufanya hivyo.**

#### **WANAWAKE WANAHIMIZWA KUTUMA MAOMBI**

Mwisho wa kutuma Maombi ni siku 14 kutoka siku ya tangazo  
**(Kabla ya Tarehe 4 Disemba 2023)**

TAARIFA: HAKUNA KAZI ZINAZOTOLEWA GETINI!!!

**Maombi ni bure kabisa, usilipe au kutoa hela kupata kazi!**

Kwa Maelezo (masaa ya kazi): 0764 467 564,0755 217 597,

Imetolewa na; -

Afisa Rasilimali Watu (Daqing Oilfield Constructions Group Company Limited)  
Katika siku hii ya tarehe 28 Novemba, 2023.