



## 1. **TRANSPORT SAFETY SUPERVISOR**

Country	Tanzania
Location	Tanzania
Workplace location	DAR ES SALAAM-MAFUTA RD(TZA)
Domain	Hyg Saf Sec Societal Env Qual
Type of contract	Regular position
Experience	Less than 3 years

### ***Candidate Profile***

- A university degree/HND
- Minimum of 2 years work experience in a similar field and position
- Excellent communication skills
- Analytical self-starter
- Excellent IT skills
- Good geographic knowledge of Tanzania area

### ***Activities***

- HSEQ
  - Application of Safety Management Systems for Transport (SMT / PATROM).
  - Implement and follow up the Transportation action plan.
  - Implement the corrective and preventive actions defined following accidents and incidents.
  - Participate with the HSE Manager in accident/incident inquiries and report writing.
  - Identify risks and analyze critical Transportation activity tasks.
  - Coordinating and responding to emergency situations
  - Assist in updating an emergency Transportation plan
  - Carry out spot checks on compliance with procedures (depot, station, transporter).
  - Prepare and circulate ToolBox Meeting topics
  - Monitor the execution of ToolBox Meetings.
- OBC Controls for HV
  - Monitor the vehicles on a daily basis and make sure all OBC are functioning properly prior to any loading.
  - Perform a daily check of the relevance of recordings/alerts/ alarms received by email or text during the day.

- Analyze driving events at each delivery return and inform the transport manager who will enforce sanctions in accordance with the predefined grid that has been accepted by the Transporter.
- Prepare a transport activity report that will undergo monthly reviews by the transport manager, HSE Manager, and Operations Manager.
- Trends to be identified and an action plan proposed to bring the observed events under control.
- Daily tracking of truck locations.
- Ensuring strict compliance with company regulations by drivers
- Analyzing drivers' behavior daily and reacting immediately if the severity of the event so requires.
- Monitoring the results on a weekly and monthly basis for trend analysis purposes.
- Developing and presenting daily OBC anomalies reports and send to Transport Manager, Operations Manager, and HSE Manager.
- Ask for defined sanctions to be applied with the transporters in the case of OBC breaches.
- Ensure road risk assessment is completed in OBC
- Event records and trend analysis
- All events that happened during the trip and its preparation shall be recorded, in particular:
- Anything not compliant with Safe to Dispatch and Safe to Load.
- Accidents/incidents at loading, while driving and at delivery.
- Non-compliance with OBC rules.
- Share the information in regards to Transporter's behavior with the relation with accidents that they had and the "alert" and "alarm types of OBC incidents generated during operations, and follow up the action plans
- Share the information in regards to the OBC service providers 'performance, maintenance of equipment and any possible updates of the software.
- Recommend Management Committee the measures vis a vis the Transporter or OBC service provider.
  - Regularly perform Trend analyses per type of event and determine the main recurrences and to implement an appropriate action plan.
- DPS
- Create a comparable database (Mirror base) to the one used by Transporter on DPS software
- Cross-check action done by transporter through the DPS system
- - Perform a road risk assessment.
  - Identifying on-road exceptions and taking immediate remedial action
  - Implement trip management plan before any longer route.
  - Communicate any changes occurring during the trip so as initiate update of road risk assessment
- Light Vehicle
  - Ensuring strict compliance with company regulations by drivers
  - Analyzing drivers' behavior daily and reacting immediately if the severity of the event so requires.
  - Monitoring the results on a weekly and monthly basis for trend analysis purposes.

- Developing and presenting daily OBC anomalies reports and send to Transport Manager, Operations Manager, and HSE Manager.
- Ask for defined sanctions to be applied with the transporters in the case of OBC breaches.
- Monitor drivers deadlines (Regulatory training, Defensive training, medical check, licences, etc)
- Validate and communicate the list of accredited drivers
- Work together with a transporter to prepare and circulate Toolbox meetings topics
- Raise awareness and motivate the team on driving operations and its risk.
- Others
- Implement and follow up transportation activity KPIs.
- Monthly monitoring and analyses trends performance of transporter
- Proof of Delivery (POD) Management:
- Make sure all PODs are returned, duly signed and stamped.
- Proper control of PODs
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- Update monthly KPIs
- Customer Complaint Management:
- Through PODs communicate customers complaints Customer service and relevant department/
- Follow-up outside working hours:
- Formalize hand-over of on-duty staff

### ***Context & Environment***

- Working long hours and sometimes during weekend, public holidays and late at night.
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- Managing transport activity in a difficult environment due to:
  - The difference between local regulations and PATROM.
  - The level of safety awareness of drivers and transporters
  - The level of performance of some transporters
  - Road conditions and infrastructure

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### ***2. PROJECT ENGINEER***

Country: Tanzania

Location: Tanzania

Workplace location: DAR ES SALAAM-MAFUTA RD(TZA)  
Domain: Maintenance / Inspection / Technology  
Type of contract: Regular position  
Experience: Less than 3 years

### *Candidate Profile*

- Bachelor of science degree in Engineering
- At least one (1) years experience in handling engineering duties
- Project Management skills
- Capable of autonomy (analysis, proactive, negotiation skills, decision making, communication)
- Strictly committed to health, safety, environment and quality,
- Graduate Engineer (Registered with Engineers Registration Board (ERB)).
- AutoCAD highly desirable.
- Excellent computer skills in Microsoft Suite.

### *Activities*

- HSEQ
  - Respect of the Golden rules and all the HSE rules and standards of TOTAL by all the staff, contractors, customers...
  - Application of Safety Management Systems: Depots (MAESTRO1 & MAESTRO Log), Transport (SMT / PATROM)
  - Quality Control of products to be within Tanzania quality specifications as per TBS.
  - Signing with contractors prevention plan and work permit before starting works
- Integrity Management
  - Prepare and follow projects to put in place all the needed invariants and safety critical barriers on site in the respect of the LTP and Budget
  - Actively Participates in sites Technical Integrity reviews and Integrity Steering Committees
  - Ensures the implementation of compensatory measures and correctives actions associated with degraded situations
- Projects
  - Responsible for Projects Management of depot and Terminals.
  - Conducting all engineering operations according to TOTAL HSEQ and technical standards and norms.
  - Prepare detailed bidding documents or `request for proposals` (RFP) for projects that are being managed by the affiliate directly.

- Make proposals of assets improvement for sites (equipment layout, BOQ, etc).
- Undertake and supervise projects on sites. Before commissioning of the project a management of change (MOC) training should be provided.
- Follow the INVARIANT on sites
- Install all the invariants on sites according to the LTP
- Conducting project to improve sites
- Budget control- projects are implemented within approved budget.
- Quality control- projects are implemented to the quality standard specified.
- Time control- projects are implemented within the specified time frame.
- Contractual project payments follow up with Finance Department.
- Present investment budget for sites and produce a monthly report
- Prepare detailed bidding documents or `request for proposals` (RFP) for projects that are being managed by the affiliate directly.
- Tender evaluations of the above-mentioned type of projects and favorable negotiations prior to commencement
- Reporting
- Communicate with site managers to exchange with them on projects and on their needs
- Prepare a weekly report of all the activity (maintenance and projects)
- Respect all the standards and recommendations of Total (technical, HSEQ...) and of the Tanzanian regulations in all the projects and works
- Ensure progress and completion of the project as per Deadline
- Prepare the investment budget for the next year and follow the actual budget
- Prepare all the tanks inspection and during them improve the equipment to Total standards

### *Context & Environment*

- Working in a high risk area due to the nature of product being handled requires a high sense of commitment, consideration and evaluation of any operation to be carried out.
- Job Safety Analysis (JSA) is required for any job to be carried out safely and effectively.
- Working Instructions and procedures work as guides to make the working environment favourable.
- Providing key interfaces with Maintenance, Supply, Procurement and Commercial services.

Close coordination with;

- **Internally:** EM, OM, supply team, Commercial Department, HSEQ, Customer Service Department, Finance and purchasing department, Logistics Manager, Depot Managers, Paris HO (AMO – Log).
- **Externally:** Contractors, Engineering Consultants, Government institutions such W&M, EWURA, TBS, etc.

Main challenges:

- Lack of reliable and specific contractors hence requiring thorough supervision on projects.
- Lack of respect to HSEQ in all aspects of operations e.g. contracted works if not supervised thoroughly.

- Neglecting set standard drawings and technical documentation by contractors
- Time and cost management pre and during project implementation.

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### *3- INTERNAL AUDIT MANAGER*

Country	Tanzania
Location	Tanzania
Workplace location	DAR ES SALAAM-HAILE SELASSIE RD(TZA)
Domain	Governance and Information
Type of contract	Regular position
Experience	Minimum 6 years

#### *Candidate Profile*

- Audits or accounts degree and must be a CPA holder
- Flexible & adaptable
- Effective management and delegation skills
- Communication and negotiation skills
- Effective decision making skills
- Planning and organization skills
- Focus and attentive to details and deadlines
- High level of responsibility, accountability and integrity
- Performance oriented
- Attentive to detail
- Proven knowledge of auditing standards
- Sound and independent judgement

#### *Activities*

- HSEQ: Respect of the Golden rules and all the HSE rules and standards of TOTAL by all the staff, contractors, customers...
- Drafting the Internal Audit Charter of the Internal Audit function in line with the international standards
- Developing risk-based Annual Audit plans detailing the scope, nature and timing of audit missions.
- Applying a risk-based approach to review the systems and controls of Total Tanzania through the development of an annual program of audit review work

- Advising Management on the resourcing requirements for the Internal Audit Function, including any potential outsourcing arrangements.
- Identifying key areas of risk within the organization and propose appropriate controls to mitigate the risks
- Reviewing the accuracy, timeliness and relevance of financial information and other disclosures provided to management.
- Discussing Audit findings and recommendations with line managers and report significant issues to Senior Management
- Coordinating optimization of Total Tanzania's reference documents and standards
- Preparing Audit Reports in line with the approved Audit Plan
- Assisting the development of an internal control culture, including training to staff.
- Managing GRC10 profiles in order to identify, control, reduce and report the level of Segregation of Duties (SoD)
- Follow up on Subsidiary Assistance, Group and External Auditor's recommendations for the review of management
- Annual reporting of Entity Level Controls (ELC)
- Coordination and monitoring of the subsidiary's internal control framework and internal control audits
- Conducting ad-hoc investigations and reviews as requested by Senior Management

### *Context & Environment*

#### **Other Managers:**

The entire business process is subject to audit at any given time.

#### **Work generated by others**

Audit scope covers all company activities.

#### **Effect of errors:**

Loss of assets, loss of cash, inefficient management of company's business transactions

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