



1. Accounting Assistant

Country:	Tanzania
Location:	Tanzania
Workplace location:	DAR ES SALAAM-HAILE SELASSIE RD(TZA)
Employer company:	TotalEnergies Marketing Tanzania Limited
Domain:	Finance
Type of contract:	Regular position
Experience:	Less than 3 years

Candidate Profile

- Bachelor's degree or Equivalent in Accounting/Finance
- 2 to 3 years working experience in Finance department.
- Strong analytical skills, Conversant with all processes in SAP (MM, SD, FI) and proficient on Excel.

Activities

- Month end closing activities including Reclassifications and Amortizations of OPEX (Incl of Staff fuel consumption)
- Preparation of month end overheads analysis, Distribute and Conduct meetings with the responsible departments on OPEX performance vs BU.
- Monthly re-invoicing of Renewable, Supply and EACOP related transactions to responsible affiliates/vendors.
- Monthly OPEX performance presentation to the MANCOM.
- Verification of Purchase requisitions in MyEproc, and Ensure right local item code, cost center used & type of expense (CAPEX or OPEX)
- Implementation of local Cost Agility
- Monthly & Quarterly reports / Relationship with Shareholders at Head Office.
- Any other duties as delegated by Budget and Controlling Manager and Senior Accountant.

Context & Environment

- Attention to detail and accuracy.
- Meeting reporting deadlines.

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2. Controlling Assistant

Country:	Tanzania
Location:	Tanzania
Workplace location:	DAR ES SALAAM-HAILE SELASSIE RD(TZA)
Employer company:	TotalEnergies Marketing Tanzania Limited
Domain:	Finance
Type of contract:	Regular position
Experience:	Minimum 3 years

Candidate Profile

- Bachelor's degree in Accounting/ Finance;
- 2 years of accounting experience
- Knowledge of accounting software packages such as SAP
- Excellent interpersonal and communication skills, both verbal and written

Activities

- HSEQ: Respect of the Golden rules and all the HSE rules and standards of TOTAL by all the staff, contractors, customers
- Preparation of end of the month reports for Paris: - WCR, Investment, Dashboard, RV1 and Flash.
- Preparation of end of the month overheads analysis and distribute to the responsible departments.
- Involvement in preparation of budget files.
- Control daily sales activities by ensuring that pricing and costing (MAP and PO's) are used correctly.
- Liaising with Supply team on daily stocks checks.
- Control and ensure that all expenses are captured in the correct account.
- Controlling and clearing technical account.
- Inserting products prices in the system.
- Creating Vendor accounts and staff account; update all required information.
- Daily margin report and daily sales report preparation, analysis and communication to sales department.
- Daily morning meeting preparation.
- Assisting fixed asset Accountant on his roles.
- Assisting Controlling manager on releasing waivers when absence.
- Any other duties as delegated by Budget & Reporting manager.

Context & Environment

- Attention to detail and accuracy.
- Meeting reporting deadlines.

To Apply, [**CLICK HERE**](#)

3. HEALTH SAFETY AND ENVIRONMENTAL OFFICER – NETWORK

Country:	Tanzania
Location:	Tanzania
Workplace location:	DAR ES SALAAM-HAILE SELASSIE RD(TZA)
Employer company:	TotalEnergies Marketing Tanzania Limited
Domain:	Hyg Saf Sec Societal Env Qual
Type of contract:	Regular position
Experience:	Less than 3 years

Candidate Profile

- Must possess a degree from a recognized higher learning institution.
- Must be an engineer, Possession of HSE qualification will be an added advantage.
- Must have a good command of English language (speaking and writing) and should be an effective communicator.
- Computer skills, conversant with Microsoft word, power point and excel.
- Must be independent, able to deliver under minimum supervision.
- Must be ready to work under high pressure.
- Must demonstrate high level of commitment to work.

Activities

1. Closely follow-up the ICC program, to ensure compliance to ICC requirements, this includes conducting HSE prequalification for all contractors prior to being included in the list of approved contractors for works and arranging for ICC audit.
2. Conducting site supervision of high risk works, this includes inspection and conformance review of the contractor.
3. Organize meetings and training for contractors this will involve sharing of REX as provided in HSE program for 2019.
4. Develop a strong HSE culture among the network team to ensure full compliance with company rules, especially proper use of permits, prevention plan and surveillance of works.
5. Report all incidents to the HSE manager, register in Ramses and follow-up the corrective actions.
6. Make follow-ups on the action plan given to contractors from ICC audit, ensure contractors are providing periodic status of implementation.
7. Ensure that all contractors working inside the site are trained on Total`s HSE requirements, especially completing worksite safety training prior to beginning works.
8. Identifying potential hazards & working together with network team to conducting risk assessment and prevention plan prior to works.
9. Follow-up implementation of invariants program for Network team.

10. Conduct HSE inspections, toolbox talks and issue violation notices and recommend for rewards.
11. Participate in incident investigation, analysis, reporting and follow up of corrective/preventive actions.
12. Create and review HSE programs, policies and procedures pertinent to Network operations.
13. Conduct periodic HSE inspections of the network and projects to ensure HSE compliance.
14. Execution of Emergency Response procedures and conduct drills with service stations.
15. Responsible to build a very strong safety culture among employees and contractors, this includes conducting regular training and toolbox talks to employees and contractors.
16. Coordinate overall HSE inspection & audit activities, prepare action plan and ensure implementation of actions.
17. Coordinate kick off meetings, joint site inspections and performance evaluations at the end of the project.
18. Coordinate site safety meetings, mandatory training and periodic training for network (required by the law).
19. Complete any other tasks as assigned by the HSE Manager/Plant manager

Context & Environment

- HSE is a responsibility of everyone, your main objective must be to build a strong safety culture among all employees and contractors working at your site.
- Working long hours and sometimes during weekend, public holidays.
- Close coordination with;
 - a) Internally: OM, internal auditor, Commercial Department, Network Manager, HR Manager and Depot Managers, etc.
 - b) Externally: Contractors, Engineering Consultants, Network dealers, Consumer customers, Government institutions such OSHA & NEMC.

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