

POSITION DETAILS

Job Title	Field Operation Officers
Company	Pivotech Company Limited
Department	Power & Energy
Category	Operational
Vacancies	3
Salary	Competitive package (negotiable)
Posted on	25/07/2024
Last date	29/07/2024

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 14001:2015 and OHSAS 45001:2018 standards.

CORE JOB DESCRIPTION

Field Operations Officer is responsible for the site Preventative and corrective maintenance, Generator service and optimization at site as per agreed service level agreement. The person shall also ensure that all activities is carried out in regard to SHEQ compliance and ensure conducive working environment for him and his assistant.

KEY TASKS

- Execute site PM as per SLA
- Ensure proper use of consumables and spares
- Maintain Pivotech provided assets
- Execute site CM
- DATA integrity adherence
- Performing all duties/task as per SHEQ
- Timely escalation of issues found during any activity on site
- Ensure expenditures are reconciled on time

- Ensure the proper service, handling and care of the company standby generator
- Ensure attendance of the GMT/Cluster meetings
- Attend performance evaluation as per Performance Evaluation Procedure

EDUCATION

A minimum of Ordinary Diploma or degree preferably in Electrical Engineering.

EXPERIENCE

At least Four (4) years of related experience.

SKILLS & ABILITIES

- Good analytical and problem-solving skills
- Ability to guide others
- Proactive, Innovative, Attention to detail
- Self-reliance in Site maintenance and other assigned tasks
- Ability to learn quickly
- Ability to work under pressure
- Valid Driver's license(optional)
- Familiar with proper installation procedures for power infrastructure and reticulation at BTS sites.
- Computer literate and familiar with MS word, Power Point, Excel.
- Registered with EWURA and ERB

How to Apply:

1. Subject of your e mail must read "**Application for Field Operation Officer**";
2. Attach your CV and copies of your certificates to recruitment@pivotechgroup.co.tz

Deadline:

Monday, 29th July 2024 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.

POSITION DETAILS

Job Title	SHEQ Coordinator
Company	Pivotech Company Limited
Department	SHEQ
Category	Operational
Vacancies	1
Salary	Competitive package (negotiable)
Posted on	26/07/2024
Last date	31/07/2024

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 14001:2015 and OHSAS 45001:2018 standards.

CORE JOB DESCRIPTION

SHEQ Coordinator reports to SHEQ Manager and coordinate and monitor 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

Provision of SHEQ trainings to all PIVOTECH 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

Investigate, prepare and share incidents reports to the SHEQ Manager

Conduct General SHEQ induction to all PIVOTECH employees

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.

Participate in ISO audit requirements

Ensure expenditures are reconciled on time

Follow-up closure of reported incidents and observations

Prepare and review RAM and FLRA per specific task

Ensure Deployment and Inspection of Office and Client fire extinguishers

EDUCATION

A minimum of Bachelor degree preferably in Environmental Engineering or Environmental Science & Management. Fundamental health and safety courses including

- National occupational health and safety course module 1(NOSHC 1)
- National Occupational health and safety course module 2(NOSHC 2)
- Risk Assessment training course
- Accident investigation course
- **NEBOSH** international general certificate in occupational health and safety is an added advantage.

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
- Driving ability skills and must possess a valid driving license

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@pivottechgroup.co.tz

Deadline:

Wednesday, 31st July 2024 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.

POSITION DETAILS

Job Title	Field Operation Officers- Trainees
Company	Pivotech Company Limited
Department	Power & Energy
Category	Operational
Vacancies	5
Posted on	25/07/2024
Last date	29/07/2024

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 14001:2015 and OHSAS 45001::2018 standards.

CORE JOB DESCRIPTION

Field Operations Officer- Trainee is responsible for assisting in site Preventative and corrective maintenance, Generator service and optimization at site as per agreed service level agreement. The person shall also ensure that all activities is carried out in regard to SHEQ compliance and ensure conducive working environment for him and his assistant.

KEY TASKS

- Execute site PM as per SLA
- Ensure proper use of consumables and spares
- Maintain Pivotech provided assets
- Execute site CM
- DATA integrity adherence
- Performing all duties/task as per SHEQ
- Timely escalation of issues found during any activity on site
- Ensure expenditures are reconciled on time

- Ensure the proper service, handling and care of the company standby generator
- Ensure attendance of the GMT/Cluster meetings
- Attend performance evaluation as per Performance Evaluation Procedure

EDUCATION

A minimum of Ordinary Diploma or degree preferably in Electrical Engineering.

EXPERIENCE

At least one (1) year of related experience.

SKILLS & ABILITIES

- Good analytical and problem-solving skills
- Proactive, Innovative, Attention to detail
- Ability to learn quickly
- Ability to work under pressure
- Computer literate and familiar with MS word, Power Point, Excel.
- Registered with EWURA and ERB will be an added advantage.

How to Apply:

1. Subject of your e mail must read "**Application for Field Operation Officer-Trainee**";
2. Attach your CV and copies of your certificates to recruitment@pivottechgroup.co.tz

Deadline:

Monday, 29th July 2024 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.