

## ADVERTISEMENT for Business Controller – EACOP EITS Contractor

REFERENCE: 1088-ADVT-GAC EI-TZ-GEN-Business Controller

EITS (Electrical Instrumentation, Telecommunication and Security Systems) Contractor on the EACOP project, requires the services of a **Business Controller**.

### Brief Description of Role:

This role is a hands-on single contributor role. The Business Controller shall actively Steer Finance and Control elements critical to ensuring operational efficiency, cost management and control, and compliance of SE PS TZ. With all actions geared to successful delivery of the EACOP Project, the Business Controller will work collaboratively, with relevant stakeholders.

### Key Responsibilities:

- Provide advice on financial issues to management to help them develop revenue and expense budgets, understand financial reports, and manage their financial responsibilities.

#### ▪ Accounting & Tax:

#### Interface with Accounting Firm:

- o Weekly review of Accounting Bookings ensuring accuracy
- o Check accuracy of the reports issued by Local Accounting firm (Accounting & Tax, Financial Statement and P&L, B/S, A/R reports)

#### Checks and Internal Compliance:

- o Ensure Execution of monthly and closing tasks, Assist with the calculation of accruals and B/S Review

Invoicing: Check and Ascertain milestones that trigger Invoicing

Tax: Steering Entity Tax Related Matters

- *Bank & Treasury:* Weekly Follow-up of Accounts Receivables (A/R) and Accounts Payables (A/P) and advise stakeholders

#### ▪ Travel & Expenses Management

- o Support Admin Officer in Review and Approval of Expense Reports
- o Check/Audit HR Company and Travel Management Company Expense Management Systems, Payment Summaries & Invoices

#### ▪ Governance & Compliance:

- o Comply with Finance Policies, Processes and Procedures. Identify discrepancies and gaps and advise stakeholders with mitigation Actions.
- o Assist in Deployment of Internal Controls and Audit Actions

#### ▪ Controlling and Reporting:

- o Ensure Accurate Cost Allocation (accounts, activities, cost centres) in P&L Reports.
- o Cost Management: Issue monthly analysis of Actual vs. Budget and forecast by cost centres and activities.
- o Support to Develop and Implement Annual Unit Budgets
- o Assist in Building Rolling Forecasts and P&L

### Minimum Requirements:

- Bachelor's Degree in Finance, Business Administration, Commerce or Equivalent from a duly Accredited University
- Minimum 8 Years Experience in an active operational single-contributor capacity executing and steering functions related to Finance, Control, Accounting, Tax, Compliance.
- Experience in Global Multinational Corporations (MNC's) Preferred
- Certified Public Accountant (CPA) with Strong Knowledge in Accounting and Tax
- Strong ERP Knowledge with Proficiency in Microsoft Office Packages.
- Excellent Communication Skills
- A Team Player able to work within diverse teams to achieve common objective.
- Result Oriented and Responsive: Able to quickly ask relevant questions to be able to understand topics, complete tasks and resolve issues efficiently and timely
- Growth Mindset: Open to Guidance, Instruction and Learning; Flexible; Adaptive; Curious; Self-Motivated
- Proactive: Requires Minimal Supervision; Rather Autonomous
- Pays Keen Attention to Detail and with a penchant for Accuracy
- Knowledge in Power BI is a Plus

Interested Candidates should send their CVs along with Academic Certificates in English by email to [se@empower.co.tz](mailto:se@empower.co.tz) OR visit [www.empower.co.tz](http://www.empower.co.tz) CLICK on **View All Jobs** and then search **EACOP EITS: 1088-ADVT-GAC EI-TZ-GEN-Business Controller** and apply through the advertised Job Profile.

All applications are to be sent by **18.09.2024, 5:00 PM. East African Time (EAT)**.

**COMPANY reserves the right not to consider applicants who do not meet all the minimum requirements.**



# VACANCY ANNOUNCEMENT

**Job Title: OFFICE ADMINISTRATOR**

**Job Type: Full Time**

**Reports to: General Service Officer**

**Location: Tanga, Tanzania**

## WHO WE ARE

The East African Crude Oil Pipeline (EACOP) project is a Midstream development located across Uganda and Tanzania that includes a nearshore Marine Storage and Export Terminal (MST). Once completed, the EACOP Company will operate the East African Crude Oil Pipeline, a 1,443 km long, electrically heated crude oil export pipeline that transports oil from Kabaale - Hoima in Uganda, to the Chongoleani Peninsula near Tanga Port in Tanzania for crude export to the international markets.

## JOB DIMENSIONS/ GENERAL JOB DESCRIPTION

### To be responsible for:

- Ensuring the smooth running of EACOP Tanzania – Tanga Branch Office.

## DUTIES & RESPONSIBILITIES

- **Handle Telephone and Correspondence Management:** Efficiently manage incoming phone calls, emails, letters, and packages, ensuring timely and accurate responses.
- **Guest Reception and Hospitality:** Greet and welcome guests upon arrival, providing a courteous and professional first impression of the office.
- **Reception Area Maintenance:** Maintain a clean, organized, and presentable reception area, ensuring that all necessary stationery and materials are readily available.
- **Office Safety and Operations:** Ensure a safe working environment for staff and visitors and oversee responsible operations of the office facilities.
- **Office Supplies Management:** Order and manage office supplies, including stationery, consumables, and furniture, and maintain accurate inventory records.
- **Travel and Accommodation Coordination:** Arrange travel and accommodation for both visiting and resident employees, ensuring logistical needs are met efficiently.
- **Expense Tracking and Record-Keeping:** Maintain up-to-date records of office expenses, including LUKU bills, meals, and other costs, ensuring accurate financial tracking.
- **Meeting and Event Organization:** Organize meetings, schedule appointments, and coordinate catering for company events, ensuring all logistical details are handled effectively.
- **Additional Duties:** Perform any other related tasks as assigned to support the smooth operation of the office.

## HEALTH, SAFETY & ENVIRONMENTAL RESPONSIBILITIES

EACOP is committed to ensuring that the health, safety and welfare of workers, communities, and the environment are well addressed and managed. Therefore, the employee is mandated to:

- Fully complies with Company H3SE (Health, Safety, Social, Security & Environment) policies and Life Saving Rules.
- Actively participates in HSEQ and promotes this culture to co-workers.
- Remain vigilant and maintain continuous awareness of potential unsafe conditions.
- Communicates to management any HSE related concerns and ways to improve them.
- Maintains a workplace & workspace that is safe, clean, and always neat – practice good housekeeping.

## QUALIFICATIONS / EXPERIENCE REQUIRED

### Academic Qualifications:

- Bachelor's degree in administration or any related field
- English proficiency

### Experience Required:

- Minimum 4 years' experience in in a related Administration role
- Proven ability to multitask, work independently, and manage significant workload and competing demands.

- Capable of working with minimum supervision.
- Strong interpersonal skills are required.
- Good organization skills and aptitude to work under stress.
- Good HSE (Health, Safety and Environment) knowledge and awareness.
- Competent Computer skills I.e., Word, Excel and PowerPoint.

## HOW TO APPLY

The applicant must submit his/her Curriculum Vitae CV and a Cover Letter explaining why he/she is the suitable candidate for the position. Applicants are also required to provide details of three (3) referees one of whom should be the most recent employer. **Please submit your application only through ANY of the contact information provided below. Application deadline is on 30<sup>th</sup> September 2024.**

**Air Swift:** airswift.com

**CCL:** tanzania@cclglobal.com

**IMI:** imi-tanzania@imi-eag.com

**ITM:** recruitmenttanzania@itmafrica.com

**Qsourcing:** recruitmenttanzania@qsourcing.com

**Seaowl:** sestz@seaowlgroup.com



**NOTE: No payment is required at any stage of the recruitment process.**