



Job Advertisement

The Company

E.A.L.S Limited is an incorporated company in Tanzania and operates in Tanzania with its head office in Dar es salaam. The primary objective of the company is to provide Logistics integration services to Tanzania Petroleum subsector including oil & gas projects on an end to end basis.

The Position Position Objective

CONTRACT MANAGER (Fixed Term Contract)

Ensure that the EACOP project is implemented and executed smoothly, in compliance with:

- i. Our contractual commitments and customers' expectations
- ii. The project set goals and standards

Key Responsibilities

- Monitor the activity based on the project's contractual obligations and requirements, on the specified frequencies
- Support and assist the Project Director in developing and maintaining procedures, forms, reports and any other documents deemed necessary / required for the project
- Support and assist the Project Director in developing corrective action plans and risk mitigation plans
- Coordinate the reporting activity as per contractual obligations and ensure that all reports required by the project owner are accurate and sent within the defined timeframe
- Establish a control of correspondence, data and reports
- Maintain contractual records and correspondences.
- Maintain and monitor the "Services Time Schedule" performances and alert the management in the event of any deviation and/or potential penalties
- Carry out audits to monitor the project progress
- Providing ad-hoc support to project activity in general as necessary: due to the nature of the envisaged workload the company requires the candidate to be flexible within his/her own sphere of competence.
- Monitor the progress and performance to ensure that services rendered are conformed to the contract
- Report any non-conformity and maintain a corrective action plan. Assist in the dispute resolution, in a timely manner
- Guarantee that the contractual obligations and challenges involved are understood and properly considered by the Country Management and Project Team





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Education	<ul style="list-style-type: none">Record the set KPIs /operational performances as per contractual obligationsEnsure that the agreed Coordination Procedure is strictly adhered toMitigate all risk aspect; contractual, financial and operational.
	Bachelor's degree in Business Administration or any other relevant field
	Professional Qualification
Experience	Contracts Management with a bias in projects <ul style="list-style-type: none">At least 3 – 5 years' experience in similar roleComfortable working as part of a multidimensional team

Attributes/Skills	<ul style="list-style-type: none">Excellent time management skillsStrong leadershipNon-negotiable integrityTeam PlayerOrganizational skillsAnalytical skillsStrong attention to detailProblem solving abilitiesCapable of professionally managing confidential informationStrong computer skills and knowledge of common programs
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Reporting to	Project Director
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Job Advertise Date	Job Reference No	Closing Date
11/01/2022	EALS006/GENERALMGT/2022	25/01/2022

NOTE:	<p>Apply to careers.tanzania@eals.co.tz Please note that should you not be contacted within 2 weeks after closing Job Advertisement – Consider your application unsuccessful</p>
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