

<b>Service Description</b>
<b>JOB TITLE:</b>
<b>General Services Administrator– EACOP Uganda</b>
<b>POSITION IN THE ORGANISATION</b>
<p><b>Reports to: HR&amp;CORP AFFAIRS Director</b>            Staff managed (directly supervised): 0            Staff managed (indirectly): 0</p>
<b>MISSIONS / JOB DIMENSIONS</b>
<p>The East African Crude Oil Pipeline (EACOP) Project involves the construction and operation of a buried, cross-border pipeline to transport crude oil from the Lake Albert area in Uganda to the eastern coast of Tanzania for export to international markets. The pipeline will run from Kabaale in Hoima District, Uganda, to Chongoleani, Tanga Region, in Tanzania. The length of the pipeline is 1,443 kilometres (km) of which 296 km will be in Uganda. In Uganda the pipeline will traverse ten (10) Districts, comprising Hoima, Kikuube, Kakumiro, Kyankwanzi, Mubende, Gomba, Sembabule, Lwengo, Rakai and Kyotera.</p> <p>The General Services Administrator is the person responsible for ensuring the smooth running of EACOP Uganda- Facilities and Services. S/He supervises through his/her team members; Company facilities and services (mail, stationery, consumables, housekeeping), as well as housing requirements of expatriate employees.</p> <p>The Jobholder reports directly to the HR &amp; CORP AFFAIRS Director and works closely with all other departments</p>
<b>ACTIVITIES</b>
<p>The General Services Administrator is responsible for ensuring the smooth running of EACOP Uganda- Facilities and Services. The General Services Administrator shall:</p> <ul style="list-style-type: none"> <li>• Plan and coordinate the acquisition and maintenance of office equipment and utilities to ensure a conducive work environment in the Company</li> <li>• Develop and implement local administration procedures for accommodation including standards of condition/maintenance to ensure they are kept to the agreed standard and manage minor workplace accommodation change arrangements</li> <li>• Supervise the lease agreements of company offices and ensure the implementation of the contractual agreements.</li> <li>• Manage delegated contracts for General Services, liaise with the Procurement concerning the scope and /or daily managed contracts and provide recommended weekly scheduling of maintenance tasks.</li> <li>• Ensure contractual compliance to general service activities with service providers.</li> <li>• Ensure a safe environment for staff and participants and maintain responsible operations of the company and programs at all times in line with the Health and Safety SOPs.</li> <li>• Sourcing and overseeing contracts and service providers for functions such as cleaning, parking, security, and technology</li> <li>• Assists in facility and space usage planning; advises the administration on the application of institutional policy, regulations, and standards relating to the management of physical resources.</li> <li>• Advising the company on measures to improve the efficiency and cost-effectiveness of the facility</li> <li>• Planning for the future by forecasting the facility's upcoming needs and requirements</li> <li>• Technical analysis for call for tenders for contracts related to General Service activities</li> <li>• Supervise the company's office services (mail, stationery, consumables, housekeeping, etc.).</li> <li>• Follow up with insurance policies concerning company assets or long-term lease items (expatriates/company vehicles, offices, furniture, etc.)</li> <li>• Coordinate with Company service providers related to General Services</li> <li>• Launch requests for call-offs including writing work scopes and requisitions related to General Service activities</li> <li>• Validate general services purchases and services.</li> <li>• Provide quality control support in terms of operation process, resolution time, and reduction in the number of complaints</li> <li>• Prepare expenditures and costs/expenditure of Facilities and Services</li> </ul>

- Reporting with respect to General Service activities and budget
- Propose, write and implement company procedures and policies related to Facilities and Services activities
- Carry out any other duties that may be assigned to him/her by the hierarchy

#### **CONTEXT AND ENVIRONMENT**

The job holder works under the management of the EACOP Uganda -HR and Corporate affairs. The position is based at Kampala Headquarters with some visits to the field.

The job holder is also accountable for demonstrating exemplary behaviour with regard to compliance and HSE rules & requirements and for implementing and controlling HSE rules while executing general services.

#### **ACCOUNTABILITIES**

- To guarantee the safe and efficient operations of the Company's Facilities and Services

#### **QUALIFICATIONS AND REQUIRED EXPERIENCE**

- Bachelor's degree in administration or any related field
- Minimum 8 years experience in Administration and facilities management in big to medium size company with at least a couple of years as GS- Lead
- Proven ability to multitask, work independently, and manage significant workload and competing demands whilst meeting deadlines
- Report writing, budgeting and analytical skills, computer data management
- Confidentiality and High level of strong interpersonal skills are required
- Good organization skills and aptitude to work under stress
- Good HSE knowledge and awareness