

JOB DESCRIPTION	
ENTITY: EACOP PROJECT TEAM AND EACOP LTD	REF:
JOB TITLE	
EACOP – PROJECT COMPLIANCE DATA ADMINISTRATOR	
POSITION IN THE ORGANIZATION	
REPORT TO: EACOP PROJECT COMPLIANCE ASSURANCE LEAD	
JOB LOCATION: Dar es Salaam with site visits	
MISSION AND JOB DIMENSION:	
<p>The East African Crude Oil Pipeline Project (EACOP) is a pipeline that will transport oil produced from Uganda’s Lake Albert oilfields to the port of Tanga in Tanzania where the oil will then be sold onwards to world markets. The EACOP project development comprises of the detailed engineering, construction, operation and maintenance of the corresponding facilities.</p> <p>The Job Holder is responsible for:</p> <ul style="list-style-type: none"> • Conducting data input to Borealis Data platform, up to date system with obligations, actions, inspection result. • Distribute report to key stakeholders with overall compliance areas etc. • Collect checklist from all data providers and synchronize status with system on regular basis. 	
ACTIVITIES:	
<ul style="list-style-type: none"> • Collect checklist report from all data providers and synchronize status with system. • Ensure corrective action was developed promptly for non-compliance items, monitor progress, timely close, collect record and report. • Conduct gap analysis obligation data vs collected and inspected. • Liaise with all project area leads to develop reporting dashboards, widgets and customize them for every project area. • Maintain the overall tracking of the obligation and follow up inspection, actions, records related to project scope. • Issue status reports to update project team on project area in accordance with instructions from delivery manager • Provide training for new users of Borealis. • Regularly check system functionalities work performance, take necessary actions to rectify revealed deficiencies and report to RC Lead or IT team. • Conduct and participate in all meetings on subject relating to potential non-compliance, compliance reports, expedite implementation of corrective actions, implementation of the obligation. • Organize and track all project permits and ensure compliance with project permit conditions into assurance tool. • Use borealis as compliance assurance tool to capture permits obligations and manage expirations and renewals and coordinate with the contractors as soon as applicable. • Uploading of legal type of requirements into Borealis data platform. • Ascertain that prompt corrective action was generated for non-compliance issues, track development, timely close out, gather records, and report. • Conduct periodic gap analyses of the obligation data to make sure nothing is still missing. • To create reporting dashboards and widgets that are unique to each project area, collaborate with the leads of all project areas. • Keep track of all obligations, follow-up actions, and records that are connected to the project's scope. • Send status updates to the project team for each project area in accordance with the delivery manager's instructions. • Perform routine system and work performance checks, fix any flaws that are found, and then report back to the RC Lead or IT team. • Conduct and take part in any meetings on probable non-compliance, compliance reports, and speeding the • To adopt and demonstrate exemplary behavior regarding ethics and project “code of conduct” policy 	
CONTEXT AND ENVIRONMENT:	
<ul style="list-style-type: none"> • The EACOP project includes a 1445km 24 in oil export pipeline, 8 above ground facilities, a green field marine terminal with an export jetty and a series of main line block valves and trace heating stations. The Pipeline project will be the largest privately led with Government participation transnational infrastructure project ever undertaken in East African region. 	

- The consequences of noncompliance with project requirements can be extremely costly and destructive to our organization. As a result, we must ensure that there are no limiting factors in the compliance process.
- Ensures that a project is compliant with all permit conditions, applicable laws, standards and regulations relevant to construction projects, pipelines for crude oil and gas and related sectors.
- Describe the procedures for identification, assessment, and compliance with the relevant regulatory requirements for the project's activity area (local, regional, national, or even international levels).
- Describe the compliance monitoring management system, including the steps taken to determine who is responsible, how compliance actions are developed, how compliance tracking tools are used, and reporting.
- Address and remove opportunities for non-compliances and create deterrence.
- Reverse non compliances and put in place mitigation measures to avoid reoccurrences.
- Ensure implementation and/or adjust mitigation measures where needed.

ACCOUNTABILITY:

- To ensure compliance with requirements and regulatory frame in pipeline construction related activities.
- To ensure local authorities' involvement in compliance with requirements,
- Supporting and coordination EACOP project teams.
- Assist project contractors with permitting and regulatory requirements.

QUALIFICATIONS AND EXPERIENCES REQUIRED

- Degree: BSc in Computer Engineering, ICT and Management or any relevant qualification.
- 3 to 5 years of working experience in IT and Telecommunications, Mining, construction, and oil major and minor projects
- Advance IT skills, including Excel, Word, previous data software experience is plus.
- Excellent presentation and documentation skill to explain and resolve effectively on technical issue to project team within the project.
- Highly motivated individual who can work independently and participating within a high-profile international team.
- Ability to work in a multi-cultural business environment.
- Good interpersonal and communication skills.
- Fluent in English and Swahili (speaking and writing).
- Ability to analyse and interpret information related to the scope of work in an expedited way.
- Good knowledge of Project management and Compliance Assurance systems such as Aconex, Power BI, Project Site, Omie, Borealis, and other management systems