



VACANCY ANNOUNCEMENT

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 international markets.

Job Title: Business Systems Administrator
Reports to: IST Manager

Location: Kampala
Job Type: Full Time

JOB SUMMARY

The Business Systems Administrator is responsible for successful operations, maintenance and evolutions of business processes on Workday and FIS platforms for EACOP Ltd.

The Business Systems Administrator assists the business in defining and modeling their needs, constraints, and requirements. As a functional specialist, analyzes the needs of the business lines, verifies the adequacy of the Information Systems and Technology (IST) supporting the activities of the business, and proposes innovative solutions (process and / or technical) to meet the needs in Workday and FIS.

The Business Systems Administrator has also an operational responsibility in the delivery of the services.

DUTIES & RESPONSIBILITIES

1. Business Support

- Provide Tier 0 and Tier 1 support (Workday and FIS).
- Manage Knowledge Database, User Documentation, FAQs (Workday and FIS).
- Training of internal teams.
- Ensures a direct support to EACOP users (providing up to date templates, support, exports, reports etc.).
- Is the main point of contact to liaise with solutions and service providers for all technical aspects of the applications.
- Contributes to the general Knowledge Management and improvement of the system.
- Supervise the Ticket intake, the ticket queue assignment (Jira for Workday, SNow for FIS).
- Provide pre-script standard incident resolution (Workday and FIS).

2. Deployment - Upgrade (Workday)

- Assist the future deployment of Workday modules.
- Manage the integration with other business systems (such as Maintenance Payroll, digital signature, scanning).
- Open Business cases in Workday Community for identified issues.
- Follow all small and large system evolutions requested by users and developed by AMS.
- Follow all SaaS application upgrades and measure their impact for the users.
- Contribute to a more efficient and comprehensive usage of the Business Systems.

3. Systems (Workday and FIS)

- Guarantee and follow systems quality, performance, and availability.
- Follow data integrity.

- Organize and conduct business reviews (needs + functional evolutions, priorities) and carry out complete follow-up of the requests impacting the tools for the activity of the business client.
 - Implement KPIs to monitor and improve activity (management of cost, problem rate, productivity, etc.).
- ### 4. Others (Workday and FIS)
- Guarantees with the solutions and service providers the maintenance of the overall applications operations' quality and performance.
 - Coordinate the EACOP "Key-users" network with business entities.
 - Be the main point of contact for Workday, FIS, and AMS.
 - Follow the budget related to Workday, FIS, and AMS.
 - Ensures compliancy of every dataset with operations, projects and business processes standards Implement indicators to monitor and improve activity (management of cost, problem rate, productivity, etc.).

Academic Qualifications

Bachelor's degree in information technology.

Experience Required

- 8 to 10 years' experience in in technical specialty (Enterprise Resource Planning, Human Capital Management, Contract & Procurement, Treasury Management System, Compliance applications support, security, data management).
- Finance background and experience is a plus.

Required Competencies

- Proficiency in the usage of computers, software and applications, Cloud-based solutions and services.
- Proficiency in the usage of business systems.
- Ability to organize and manage priorities, rigorous.
- General team spirit: Creative, strength of proposal for performance improvement, good contact, sense of communication.

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.

HOW TO APPLY

The qualifying applicant must submit his/her Curriculum Vitae CV and a Cover Letter explaining why he/she is the suitable candidate for the position. Please submit your application only through ANY of the contact information provided below. Application deadline is on 21st February 2025.

Seaowl: <https://jobs-eastafrica.seaowlgroup.com/#JoinUs>
Qsourcing: <https://www.qsourcing.com/jobs-in-uganda/>.
Truenorth: oil.gasjobs@truenorthafrica.com
NFT: inquiries@nftconsult.com