



## 1. JOB TITLE: **PROJECT ENGINEER**

Country: Tanzania

Location: Tanzania

Workplace location: DAR ES SALAAM-MAFUTA RD(TZA)

Domain: Maintenance / Inspection / Technology

Type of contract: Regular position

Experience: Less than 3 years

### Candidate Profile

- Bachelor of science degree in Engineering
- At least one (1) years experience in handling engineering duties
- Project Management skills
- Capable of autonomy (analysis, proactive, negotiation skills, decision making, communication)
- Strictly committed to health, safety, environment and quality,
- Graduate Engineer (Registered with Engineers Registration Board (ERB).
- AutoCAD highly desirable.
- Excellent computer skills in Microsoft Suite.

### Activities

- HSEQ
  - Respect of the Golden rules and all the HSE rules and standards of TOTAL by all the staff, contractors, customers...

- Application of Safety Management Systems: Depots (MAESTRO1 & MAESTRO Log), Transport (SMT / PATROM)
  - Quality Control of products to be within Tanzania quality specifications as per TBS.
  - Signing with contractors prevention plan and work permit before starting works
- Integrity Management
    - Prepare and follow projects to put in place all the needed invariants and safety critical barriers on site in the respect of the LTP and Budget
    - Actively Participates in sites Technical Integrity reviews and Integrity Steering Committees
    - Ensures the implementation of compensatory measures and correctives actions associated with degraded situations
- Projects
    - Responsible for Projects Management of depot and Terminals.
    - Conducting all engineering operations according to TOTAL HSEQ and technical standards and norms.
    - Prepare detailed bidding documents or `request for proposals` (RFP) for projects that are being managed by the affiliate directly.
    - Make proposals of assets improvement for sites (equipment layout, BOQ, etc).
    - Undertake and supervise projects on sites. Before commissioning of the project a management of change (MOC) training should be provided.
    - Follow the INVARIANT on sites
    - Install all the invariants on sites according to the LTP
    - Conducting project to improve sites
    - Budget control- projects are implemented within approved budget.
    - Quality control- projects are implemented to the quality standard specified.
    - Time control- projects are implemented within the specified time frame.
    - Contractual project payments follow up with Finance Department.
    - Present investment budget for sites and produce a monthly report
    - Prepare detailed bidding documents or `request for proposals` (RFP) for projects that are being managed by the affiliate directly.
    - Tender evaluations of the above-mentioned type of projects and favorable negotiations prior to commencement
    - Reporting
    - Communicate with site managers to exchange with them on projects and on their needs
    - Prepare a weekly report of all the activity (maintenance and projects)

- Respect all the standards and recommendations of Total (technical, HSEQ...) and of the Tanzanian regulations in all the projects and works
- Ensure progress and completion of the project as per Deadline
- Prepare the investment budget for the next year and follow the actual budget
- Prepare all the tanks inspection and during them improve the equipment to Total standards

## Context & Environment

- Working in a high risk area due to the nature of product being handled requires a high sense of commitment, consideration and evaluation of any operation to be carried out.
- Job Safety Analysis (JSA) is required for any job to be carried out safely and effectively.
- Working Instructions and procedures work as guides to make the working environment favourable.
- Providing key interfaces with Maintenance, Supply, Procurement and Commercial services.

Close coordination with;

- **Internally:** EM, OM, supply team, Commercial Department, HSEQ, Customer Service Department, Finance and purchasing department, Logistics Manager, Depot Managers, Paris HO (AMO – Log).
- **Externally:** Contractors, Engineering Consultants, Government institutions such W&M, EWURA, TBS, etc.

Main challenges:

- Lack of reliable and specific contractors hence requiring thorough supervision on projects.
- Lack of respect to HSEQ in all aspects of operations e.g. contracted works if not supervised thoroughly.
- Neglecting set standard drawings and technical documentation by contractors
- Time and cost management pre and during project implementation.

**APPLY HERE**

## 2. JOB TITLE: **Category Manager - Shop**

Country: Tanzania

Location: Tanzania

Workplace location: DAR ES SALAAM-HAILE SELASSIE RD(TZA)

Employer company: Total Energies Marketing Tanzania Limited

Domain: Sales

Type of contract: Regular position

Experience: Minimum 3 years

## Candidate Profile

- a. Bachelor's degree (minimum)
- b. At least 2 years relevant experience in a FMCG environment or Hospitality Industry with knowledge of the Network
- c. Good Overall Marketing + Sales Knowledge. Basic knowledge of Accounting
- d. Working knowledge of computer applications like; Excel Spreadsheets, MS Word, Power point
- e. Autonomy, Organization (Ability to prioritise work), training skills. Innovative, Creative and eye for detail.
- f. Analytical skills and ability to see the overall picture. Concern for economic performance. Good interpersonal and strong negotiation skills.

## Activities

Working closely with the SFS Manager, in collaboration with the SFS team (field merchandiser) & Retail Territory Managers, the Shop Category Manager prospects and oversees all projects in the shop category and services to optimize turnover, rent and margins and ensures the observance of the HSEQ, hygiene and food safety and SFS policy and standards

He /She is responsible for defining the strategy on short, medium and long term of his/her category

- In close coordination with the field team, ensure that HSEQ & HACCP norms and regulations are fully adhered to and implemented by all partners
- Participate in investigations following incidents (consumer complaints, microbiological and audits)
- Ensure the integration of food safety requirement into contracts with supplier and contractors
- Participate in the periodic assessment of suppliers and contractors regarding the food safety.
- Development of business proposals and plans for introduction of new food concepts, services and innovations in line with defined strategy.
- Implements the annual promotional calendar as agreed with 3rd parties and dealers and Analyses promotions effectiveness and impact on sales
- Identify and propose to management added value Services and develop partnership for their implementation by Initiating, validating and implementing new businesses into the network
- Find opportunities for partnerships i.e. food, space rental or franchise in order to give credibility to our food offer and to increase the skills of local teams

- Project Management: Oversees all QSR/food and service category projects with key stakeholders (food chains, dealers, TUL project teams) for revenue optimization and conformity with the technical, HSEQ and image standards
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- Responsible for actualizing the budget objectives in form of commission or fees from partners / dealers
- Responsible for enforcing the agreed operating terms as per the agreement between the partner and the company.
- Raise invoices in relation to third parties as per invoicing schedule & ensure that invoices raised are paid as per agreed terms

## Context & Environment

The SFS revenue is becoming a major source for improving the Network's results.

Highly competitive environment -Increasing activity by the other Marketers and other parallel markets.

The strategic partnership business is an important source of income as well as a way to create customer satisfaction and loyalty

Expert in the food environment, he develops his knowledge of how the market works and the competition.

**APPLY HERE**