



## **JOB TITLE: PROJECT SUPERVISOR**

Country: Tanzania

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

Domain: Operations

Type of contract: Regular position

### **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.

## Additional Information

Accountabilities:

- Financial; follow up of projects

- Reporting incidents/Accidents on work sites
- Following purchase procedures
- Timely completion of projects
- Respecting of project tender specifications
- To manage resources (installations, equipment and people) to provide safe, Cost Effective and Efficient operations in project.
- Meet Projects schedules while monitoring and controlling costs.
- Documentation of project records.
- The jobholder's responsibilities impact directly on Safety, Health & Environment, Operating Costs & Sales turnover. He must ensure that all operations and services are consistently compliant with Total HSEQ Group Policies and Standards
- Reduce the incidence of project on activities and develop strategies to improve overall reliability and safety of field equipment, personnel and operations.

**APPLY HERE**