

<b>The Company</b>	E.A.L.S Limited is an incorporated company in Tanzania and operates in Tanzania with its head office in Dar es salaam. The primary objective of the company is to provide Logistics integration services to Tanzania Petroleum subsector including oil & gas projects on an end to end basis.
<b>The Position</b>	<b>REPORTING OFFICER (Fixed Term Contract)</b>
<b>Position Objective</b>	Responsible for reporting, processing, and analysing qualitative and quantitative data concerning the activities implemented by C&F operations and supervising the data entry tasks.
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Develop an accurate database by monitoring and reviewing regular sources of information</li> <li>▪ Maintain a documentation register and database for all department communication especially reportable items.</li> <li>▪ Update on a weekly and monthly basis the internal and external databases.</li> <li>▪ Process weekly, monthly, and quarterly internal and external qualitative and quantitative reports.</li> <li>▪ Deliver trainings to field and operations staff on data processing and on reporting and analysis skills</li> <li>▪ Maintaining and collecting performance data including gathering feedback from project beneficiaries.</li> <li>▪ Actively engage in finding continuous improvements initiatives to create efficiency in the documentation management process</li> <li>▪ Ensuring the documentation procedures and policies are up to date</li> <li>▪ Liaise closely with the Documentation Leader to ensure alignment on the documentation process and procedures.</li> <li>▪ Adhere to all HSE requirements of the project</li> <li>▪ Any other duties as assigned by Management</li> </ul>
<b>Education</b>	<ul style="list-style-type: none"> <li>▪ Bachelor's degree in Finance / or any other relevant field</li> </ul>
<b>Professional Qualification</b>	<ul style="list-style-type: none"> <li>▪ Bias on reporting and data management</li> <li>▪ Other professional qualifications</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Minimum 3 years of relevant work experience.</li> </ul>
<b>Attributes/Skills</b>	<ul style="list-style-type: none"> <li>▪ Computer proficiency (Excellent MS Office Skills– proficient in formulas and charting, outlook).</li> </ul>



## Job Advertisement



- Reporting skills.
- Evidence of strong team-working, ability to be adaptable, learn fast
- Good level of numeracy
- Ability to work under pressure and meet deadlines
- Effective Communication Skills
- Initiative, flexibility and willing to learn.
- High level of integrity
- Ability to lead team
- Attention to details

Reporting to

**Control Tower Manager**

Job Advertise Date

**04/11/2022**

Job Reference No

**EALS002/OPS/2022**

Closing Date

**18/11/2022**

**NOTE:**

Apply to [careers.tanzania@eals.co.tz](mailto:careers.tanzania@eals.co.tz)  
Please note that should you not be contacted within 2 weeks after closing Job Advertisement – Consider your application unsuccessful

*EALS Limited is proud to be an Equal Opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.*

