

## The Company

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.

## The Position

### **TRANSPORT DOCUMENTATION CONTROLLER (Fixed Term Contract)**

## Position Objective

Review, process, and file documentation as well as manage the smooth running of road transport operation documentations.

## Key Responsibilities

- Maintain road operation processes documents
- Control the documentation workflow and invoicing process and report to RTM
- Participate to all safety training as required
- Adhere to all HSE requirements of the project
- Receive vehicles mechanical inspection from Subcontractors
- Check clearance document to ensure complete list is issued to drivers loading point and border
- Keep record of the Journey Management Plans received from Transporters
- Authorize and record deviations from scheduled routes
- Control compliance with maximum weight and height restrictions or limits
- Provide prompt help in case of accident/breakdown in difficult or isolated trips, as established in the corresponding to Emergency & Medevac Plan and Emergency Response Plan
- Allocate appropriate driver and vehicle depending on load/route
- Carry out the quality checks on all Documentation related to road transport
- Carry out audits and ensure all road transport documents are up to date and available
- Apply for and manage road permit application process
- Follow up on invoice from Ministry of works for payment of Special loads Permit
- Print Special load Permits from MoW system and issue to Subcontractors
- Keep up to date with TANROADS and TARURA regulations
- Liaise with subcontractor and obtain actual measurements for HLOOG Permit application
- Identify heavy lift equipment that requires special permit before loading and liaise with Subcontractor to ensure the permits are obtained
- Keep up to date with structures (Bridges, narrow roads, TANESCO wires) along the routes that may affect abnormal loads movement

<b>Education</b>	<ul style="list-style-type: none"> <li>Complete the necessary required additional paperwork to support permit application with MoW.</li> <li>Participate to all safety training as required</li> <li>Adhere to all HSE requirements of the project</li> <li>Any other work that may be assigned by Management</li> </ul>
	<ul style="list-style-type: none"> <li>Bachelor's degree in Business Administration or any other related discipline</li> </ul>
	<b>Professional Qualification</b>
	<ul style="list-style-type: none"> <li>Extensive knowledge/experience of import and export from an international environment</li> <li>Customer Service</li> <li>Strong ethics in dealings with customers, suppliers, and contractors</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>At least 4-6 years' relevant working experience in a similar position</li> <li>Good geographical knowledge of Tanzania and local shipping/customs procedures</li> <li>Knowledge of QHSE requirements</li> </ul>
<b>Attributes/Skills</b>	<ul style="list-style-type: none"> <li>Administration skills</li> <li>Systematic</li> <li>Organized</li> <li>Attention to details</li> <li>Good communication skills both verbal and written</li> <li>MS Office skills</li> <li>Able to work well with others</li> <li>Proactive</li> <li>Flexible</li> <li>Team Player</li> <li>Detail oriented mindset</li> </ul>

<b>Reporting to</b>	<b>Shunting Coordinator Officer /Road Transport Manager</b>
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Job Advertise Date	Job Reference No	Closing Date
31/05/2023	EALS009/OPS/2022	14/06/2023

<b>NOTE:</b>	<p>Apply to <a href="mailto:careers.tanzania@eals.co.tz">careers.tanzania@eals.co.tz</a></p> <p>Please note that should you not be contacted within 2 weeks after closing Job Advertisement – Consider your application unsuccessful</p>
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