

## Job Advertisement

The Human Resources Office of **UBUNIFU ENGINEERING & CONSTRUCTION COMPANY LIMITED (UEC)** who are the sub contractor for Daqing Oilfield Constructions Group Company Limited (DOCG) informs all Tanzanians with the following qualifications and who are ready to work at the Marine Storage Terminal (MST) specifically Tank Construction Project at Chongoleani.

### 1.0 Position – Human Resource Specialist (01 post)

#### 1.1. Qualifications: -

- Bachelor's or master's degree in Management – Human resource from recognized institute.
- Familiarity with Labors act and regulations in Tanzania.
- The ability to establish human resources department
- Current knowledge of project based human resources codes, and regulations.
- Experience not less than 5 years in similar department.
- Computer-proficient in MS Office: Word, Excel, Power point, MS Access. Outlook
- Fluent in English and Kiswahili language with highly effective written and verbal communication skills Strong analytical, critical, and problem-solving skills.
- Strong negotiation skills, high degree of confidentiality, optimistic, business analytics skills, exposed, flexible and hardworking
- Very good in managing conflicts

#### 1.2. Responsibilities: -

- To coordinate the performance management system and ensure the effective and efficient implementation of the performance management tool
- Establishing HR goals.
- Advising managers on government regulations, policies like equal employment opportunity and sexual harassment.
- Assisting the Management team in the management and coordination of recruitment process
- Orientation new employer to the organization.
- Assisting team members with project objectives, budgets, and timelines.
- Develop and maintain effective employee's data base and ensure record are well kept and are updated periodically.
- Ensure that training and development of all staff are identified and a proper training and development plan and strategy is put to intervene the identified skills gaps
- To facilitate sound industrial relations e.g., grievance handling, discipline and terminations, labor/management communication process and dispute resolution
- Manage and administer payroll and staff salaries and endure that employees' salaries and other benefits and statutory deductions are paid on time
- Consulting with project management on Social issues.

#### 1.3. Duration

The Contract shall be for a specific task for the whole constructions period of the project.

#### 1.4. Job type

Full time employment.

### 1.5. Place of Work & Residency

The place of work for this position shall be Chongoleani ward in Tanga city, **UBUNIFU ENGINEERING & CONSTRUCTION COMPANY LIMITED. (UEC)** will provide food and camp accommodations in our temporary facilities for these positions. It is mandatory for individual selected for this position to utilize the camp accommodations.

### 1.6. Mode of application

Send hand delivery applications to human resource office **UBUNIFU ENGINEERING & CONSTRUCTION COMPANY LIMITED. (UEC)** through Ward Executive Office at Chongoleani ward in Tanga city (For those coming from Tanga and local communities) or send an online applications to Daqing Human Resource online application email to [uec.tanzania@gmail.com](mailto:uec.tanzania@gmail.com) (For those outside of Tanga City) on or before **15 Feb 2024 at 17:30 hours East African Time (EAT)**. Email applications should include the position applied for in the subject of the mail.

*NOTE: For these positions, applicants from other parts of Tanzania are not required to stamp their application letters at the Chongoleani Ward office; only natives of the Chongoleani Ward are eligible to do so.*

#### **WOMEN ARE ENCOURAGED TO APPLY.**

Deadline for Applications shall be at least 14 days from day of advertisement

(Deadline for applications is on or before 15, Feb, 2024)

**NOTICE; NO HIRING AT THE GATE!!!**

**Application is completely free, do not pay to apply or to get a job!!**

For inquiries (working hours): 0659 272743,0750 236 196

issued by;-

Human resource officer (UBUNIFU ENGINEERING & CONSTRUCTION COMPANY LIMITED)

On 2<sup>nd</sup>, February, 2024.

## Tangazo La Kazi

Ofisi ya Rasilimali Watu ya **UBUNIFU ENGINEERING & CONSTRUCTION COMPANY LIMITED (UEC)** ambaye ni mkandarasi msaidizi wa Daqing Oilfield Constructions Group Company Limited (DOCG) inawatangazia Watanzania wote wenye sifa na walio tayari kufanya kazi katika eneo la Chongoleani katika Mradi wa Bomba la Mafuta Ghafi la Afrika Mashariki (EACOP) hususan katika kazi ya Ujenzi wa Matenki.

### 1.1. Nafasi – Mtaalamu wa Rasilimali watu (01)

#### 1.2. Sifa za muombaji: -

- Shahada ya kwanza au shahada ya uzamili katika usimamizi wa rasilimali watu kutoka chuo kinachotambulika.
- Ufahamu wa kanuni na sheria za kazi nchini Tanzania
- Ujuzi wa kuratibu na kuendeleza idara ya rasilimali watu
- Maarifa ya sasa ya sheria na kanuni za mradi
- Uzoefu usiopungua miaka 5 katika tasnia ya rasilimali watu
- Ustadi wa kompyuta Microsoft ofisi programu kama; word, excel, point na outlook
- Uwezo wa kuandika na kuongea kingereza na Kiswahili kwa ufasaha wa hali ya juu
- Ujuzi wa mawasiliano baina ya watu na uwezo wa kutatua matatizo
- Ustadi thabiti wa mazungumzo kiwango cha juu cha matarajio ya usiri, ujuzi wa uchanganuzi wa biashara na kufanya kazi kwa bidii.
- Uwezo wa kutatua matatizo na kufanya maamuzi

#### 1.2 Majukumu ya kazi:-

- Kuratibu mfumo wa usimamizi wa utendaji na kuhakikisha utekelezaji wa ufanisi wa dhana za usimamizi wa utendaji
- Kuratibu masuala yote ya utawala na uendeshaji wa ofisi ya Rasilimali watu
- Kuwashauri viongozi kuhusu utekelezaji wa sera za kanuni za serikali kama vile fursa sawa za ajira kwa jinsia zote na unyanyasaji wa kijinsia.
- Kushauriana na uongozi wa mradi katika usimamizi na uratibu wa mchakato wa kuajiri
- Kuwapokea na kuwaelekeza wanafanyazi wapya katika shirika
- Kusaidia wafanyakazi wengine kufikia malengo ya mradi, bajeti, na ratiba za kazi
- Kukusanya, kuchambua na kutunza kumbukumbu za Rasilimali Watu pamoja na Takwimu muhimu kwa nyakati zote
- Kuratibu mafunzo na maendeleo ya wafanyakazi wote yanayotambuliwa na mpango sahihi wa mafunzo na maendeleo unawekwa ili kuingilia kati mapungufu ya ujuzi sawa
- Kushugulikia masuala ya nidhamu: Kushauri hatua zinazostahili kwa wafanyakazi wenye makosa mbalimbali ya kinidhamu kulingana na Kanuni za sheria za shirika na kazi
- Kuratibu maandalizi ya bajeti ya mishahara ya wafanyakazi wote na marupurupu mengineyo na makato ya sheria yanalipwa kwa wakati.
- Kushauriana na wasimamizi wa mradi juu ya maswala ya kijamii

#### 1.3 Muda wa Mkataba

Mkataba wa kazi maalumu kulingana na mradi.

#### 1.4 Muda wa Kazi.

Muda wote wa mradi au kipindi chote cha mradi.

### 1.5 Sehemu ya Kazi na Makazi.

Sehemu ya kazi kwa nafasi hii itakuwa eneo la Chongoleani katika jiji la Tanga. Kampuni ya **UBUNIFU ENGINEERING & CONSTRUCTION COMPANY LIMITED (UEC)** itatoa malazi na chakula kwa ajili ya nafasi hizi. Atakaye fanikiwa kwenye nafasi atalazimika kuishi kwenye kambi ya wafanyakazi.

### 1.6. Njia ya Maombi.

Tuma maombi kwa Afisa Rasilimali Watu wa **UBUNIFU ENGINEERING & CONSTRUCTION COMPANY LIMITED (UEC)** kupitia Ofisi ya Kata Chongoleani iliyopo ndani ya jiji la Tanga (Hii ni kwa wakazi wa Jiji la Tanga na ambao wako nje ya Tanga) au kwa barua pepe [uec.tanzania@gmail.com](mailto:uec.tanzania@gmail.com) (Kwa waliopo nje ya Jiji la Tanga) mnamo au kabla ya tarehe 14 Februari 2024 saa 17:00 kamili jioni (Saa za Afrika Mashariki). Maombi yatakayotumwa kwa barua pepe ni lazima yaoneshe nafasi uliyoomba kwenye kichwa cha baruapepe.

**ZINGATIA: Kwa nafasi hizi, waombaji kutoka maeneo mengine ya Tanzania hawatakiwi kupiga muhuri barua zao za maombi katika Ofisi Kata ya Chongoleani; Ni wenyeji tu wa Kata ya Chongoleani wanaostahili kufanya hivyo.**

#### WANAWAKE WANAHIMIZWA KUTUMA MAOMBI

Mwisho wa kutuma Maombi ni siku 14 kutoka siku ya tangazo  
(Mnamo au kabla ya Tarehe, Mwezi, Mwaka )

**TAARIFA: HAKUNA KAZI ZINAZOTOLEWA GETINI!!!**

**Maombi ni bure kabisa, usilipe au kutoa hela kupata kazi!**

Kwa Maelezo (masaa ya kazi): 0659 272743,0750 236 19

Imetolewa na; -

Afisa Rasilimali Watu (UBUNIFU ENGINEERING & CONSTRUCTION COMPANY LIMITED)

Katika siku hii ya Tarehe 02 Feb 2024

## Job Advertisement

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### 1.0. Position – Administrative / Document Control Specialist (01 post)

#### 1.1. Qualifications: -

- Bachelor's degree in project Management – or any related degree from recognized institute.
- 3 years proven work experience as a Document Controller and 5 years as Admin officer
- Familiarity with project management
- Basic knowledge of labor and corporate law
- Hands-on experience with MS Office and MS Excel
- Knowledge of Electronic Document Management Systems
- Proficient typing and editing skills
- Familiarity with local procurement management procedures.
- Experience not less than 5 years in similar department with minimum 2 years on document control.
- Computer-proficient in MS Office: Word, Excel, Power point, MS Access. Outlook
- Fluent in English and Kiswahili language with highly effective written and verbal communication skills, Strong analytical, critical, and problem-solving skills.
- Strong negotiation skills, high degree of confidentiality, optimistic, business analytics skills, exposed, flexible and hardworking
- Very good in managing conflicts, Data organization skills and Attention to detail

#### 1.2. Responsibilities: -

- Copy, scan and store documents, check for accuracy and edit files, like contracts
- Distribute project-related copies to internal teams and external companies.
- File documents in physical and digital records
- Retrieve files as requested by employees and clients
- Manage the flow of documentation within the project
- Maintain confidentiality around sensitive information and terms of agreement
- Prepare reports and presentations with statistical data, as assigned
- Assisting the Management team in the management and coordination of Admin process
- Develop and maintain effective document's data base and ensure records are well kept and updated periodically.
- Manage supplies stock and place orders and assist in general purchasing tasks.
- Arrange travel and accommodations.

#### 1.3. Duration

The Contract shall be for a specific task for the whole constructions period of the project.

#### 1.4. Job type

Full time employment.

### 1.5. Place of Work & Residency

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### 1.1. Nafasi – Afisa utawala/ mtaalamu wa kutunza kumbukumbu (01)

#### 1.2. Sifa za muombaji: -

- Shahada ya kwanza katika Usimamizi wa mradi - au shahada yoyote inayohusiana na hiyo kutoka katika chuo kichotambulika.
- Uzoefu usiopungua miaka 5 kama Afisa utawala na miaka 3 kama Mtunza kumbukumbu
- Awe na ufahamu kuhusu maswala ya usimamizi wa mradi
- Maarifa ya kimsingi ya sheria ya kazi na kampuni.
- Uzoefu wa kutumia MS Office na MS Excel
- Maarifa ya Mifumo ya Kielektroniki ya utuzaji wa kumbukumbu
- Ustadhi mahiri wa kuandika na kuhariri
- Awe na ulewa wa ugavi na kujua sheria na kanuni za manunuzi.
- Ustadhi wa kompyuta Microsoft ofisi programu; Word, Excel, Power Point, Access na Outlook
- Uwezo wa kuandika na kuongea kingereza na kiswahili kwa ufasaha na ustadi wa hali ya juu na uwezo wa kutatua matatizo.
- Ujuzi thabiti wa mazungumzo, kiwango cha juu cha usiri, matumaini, maarifa ya biashara na mwenye kufanya kazi kwa bidii
- Uwezo wa kutatua matatizo, ustadi wa kuandaa na kutunza kumbukumbu.

#### 1.2 Majukumu ya kazi:-

- Kudurufu, kuchapa na kuzihifadhi hati au kumbukumbu , kuangalia usahihi na uhariri wa faili, kama vile mikataba
- kusambaza nakala zinazohusiana na mradi kwa wafanyakazi wa ndani na kampuni za nje.
- Kuweka/kupanga kumbukumbu/nyaraka katika reki na dijitali
- Kutafuta kumbukumbu/nyaraka/mafaili yanayohitajiwa na wafanyikazi na wateja
- Kusimamia mtiririko wa nyaraka ndani ya mradi
- Uwezo wa kudumisha usiri kuhusu taarifa nyeti na masharti ya mkataba
- Kuandaa ripoti na mawasilisho yenye data ya takwimu, kama atakavyopewa
- Kusaidia timu ya Usimamizi katika usimamizi na uratibu wa mchakato wa Utawala
- Uwezo wa kutunza kumbukumbu na kuhakikisha zinatunzwa vizuri na kusasishwa mara kwa mara.
- Kutunza na kusimamia ghala la vifaa na kuweka oda na kusaidia katika ununuzi wa jumla.
- Kushughulikia masuala ya usafiri na malazi.

#### 1.3 Muda wa Mkataba

Mkataba wa kazi maalumu kulingana na mradi.

#### 1.4 Muda wa Kazi.

Muda wote wa mradi au kipindi chote cha mradi.

#### 1.5 Sehemu ya Kazi na Makazi.

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Imetolewa na; -

Afisa Rasilimali Watu (UBUNIFU ENGINEERING & CONSTRUCTION COMPANY LIMITED)

Katika siku hii ya Tarehe 02 Feb 2024