



Developing Energy Resources

Discovering New Talents

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JOB ADVERT - JULY 2023

Contracts & Procurement Manager – Req: 36743

Main Duties and Responsibilities

The Contracts & Procurement Manager will directly manage the affiliate and Drilling & Wells Project teams.

C&P Organization:

- Responsible to define the C&P entity global strategy and objectives in collaboration with TGP according to the Company Rules.
- Ensure that the necessary level of competencies is developed and maintained within the Contracts & Procurement team.
- Train and coach local personnel on contracts & procurement activities.
- Ensure that the required discipline trainings are in place for the C&P Team.
- Manage Contracts & Procurement to ensure safe, efficient, economic traceable and auditable activities.

Processes, Procedures and Best Practices:

- Disseminate the information on best practices to the entire team ensuring continual improvement on savings and general value addition of the C&P function to the company's overall objectives.
- Ensure contracts are drafted in accordance with approved model contracts reviewed periodically with other relevant departments such as legal, Finance and HSE.
- Refine and implement templates to facilitate external commitments.
- Consolidate and follow procurement action plans related to Audits and TGP reviews.
- Ensure consistency of C&P local referential with Company's rule and its proper application.

Contracts and Procurement:

- Ensure the management of Supply Chain Management activities in the affiliate.
- Ensure the organization, management and control of all Procurement, Contracts and M-P-M entities.
- Coordinate with the project team to implement locally C&P strategy required to support the start, execution, and operations of the project.
- Define and regularly follow a list of KPIs to properly pilot the Procurement activity.
- Implement and promote the Local Content

requirement

- Manage the contracts committee, act as secretary, conducting the meeting, following-up on actions implementation and reporting any issues.
- Set up at least once per year a strategic contracts committee to review key challenges and performance of the Contracts and Procurement team.
- Introduce the procurement practices and procedures of establishment of the contractual documents, in cooperation with the technical teams, respecting the corporate system of reference with the local context and local constraints.
- Intervene in the settlement of claims/lawsuit in relation with the judicial, insurance, finance by proposing strategies and actions.
- Represent the company, as required, in regard to CP function before authorities & Partners.

Liaison and communication with Internal Entities, Company Headquarter, Local Authorities, other affiliates and third parties;

- Communicate and coordinate adequately with and between all stakeholders listed above.
- Ensure good relationships and reporting with local authorities and external partners.
- Represent the Company on Contracts & Procurement matters with authorities and partners.
- Handle complex and difficult negotiations, during the attribution of new contracts or purchase orders.
- Participate to the actions of globalization with other Company affiliates.

Additionally the job holder will perform the following activities:

- Planning / Analysis / Reporting
 - Be responsible for the good organization and issuance of the Master Procurement Plan.
 - Participate in the analysis of the Master Procurement Plan and define appropriate strategies and initiatives.
 - Develop and implement suitable local KPIs for following up contracts, procurement activities and global performance of the entity.

- Ensure the affiliate's reporting towards the head office in terms of contract & procurement activities & statutory reporting.
- Tools:
 - Ensure the appropriate use of C&P tools (SAP, Agora, e-Sourcing) in the Affiliate.
 - Promote the use of TGP's frame contracts.
- Suppliers Management:
 - Follow the efficient management of suppliers of the affiliate () through consultation with Métier Partners.
 - Follow up market trends, participate and contribute to the performance follow up of key suppliers of the affiliate and inform the concerned actors of the structure.
- Governance application:
 - Implement and maintain contracts & procurement policies, strategies and procedures to ensure compliance with legislation, Company safety Management system, group policy and evolving company objectives and agreements with partners.
 - Ensure that all C&P employees of the affiliate work in agreement with the C&P code of conduct.
 - Ensure that tendering procedures and processes are strictly adhered to.
 - Ensure that supplier selection is carried out in accordance with Company requirements.

- Ensure the safety of the workplace to avoid danger to persons, installations and avoid impact to the environment and maintain the means for personal protection and safety emergency procedures.
- Notify relevant staff on accidents, incidents and near misses and initiate corrective actions.

Qualifications Experience

- International Experience required.
- Bachelor's degree or higher degree in Engineering, Business or the Social Sciences with a minimum of 15 years' experience 5 of which have been in a management position (operations and/or supply chain).
- At least 15 years of professional experience with 12 years in the O&G industry required.
- Experience with oil and gas contracts and procurement with understanding of operational requirements.
- Membership of relevant professional bodies in the supply chain and in operational functions will be an added advantage.
- Excellent knowledge in legal environment, insurance, Tax.
- Excellent Negotiation and Team Management skills.
- Personal Abilities: Advanced Management, Advanced Human Relations, Problem Solving and Planning / controlling, strong organization and coordination skills, excellent communication skills, demonstrate commitment to excellence.

Capacity to coach newly recruited resources.

- Advanced level in 2 C&P specialties required – useful experience: minimum 8 years
- Intermediate level in all other C&P specialties required

The Job holder adheres to the H3SE rules:

- Set a personal example in adherence to affiliate's H3SE procedures.
- Raise awareness and provide guidance in directing employees under their supervision about the execution of the H3SE rules, both for Company Staff and suppliers.

Planning and Development Engineer – Req: 36744

Main Duties and Responsibilities

Team:

- Share technical knowledge and HQ/aboard experience feedback to increase team members' technical autonomy.
- Share key finance / economics knowledge to increase members' finance awareness related to Energy investment.

Corporate Planning:

- Support the Long-Term Plan of the subsidiary through its entire process: preparation with Company's entities (technical and cost inputs), consolidation with the economist, and reporting/presentation to HQ.
- Participate in the preparation of the annual Work Program & Budget, and more specifically be the interface with the technical teams for the preparation, consolidation, and reporting/presentation.
- Contribute to the consolidation of the Integrated Operations Planning within Company's and ensure the process, governance and tools are in place to facilitate management meetings and definition of action plans.
- Support the preparation of the annual reserves exercise (Prime) by providing costs and schedule assumptions.

Development:

- Support the coordination of petroleum architecture / development studies (screening, concept, pre-project) performed within the subsidiary or by HQ.
- Contribute to the preparation and the update of Field Development Plans.
- Support the economics evaluation of prospects (exploration or upsides within Production Licenses).

Project Controls & Services Manager – Req: 37122

Main Duties and Responsibilities

Budget and Cost Control:

- The job holder has the responsibility of preparing the overall investment estimate, with permanent re-evaluation during the execution and annual

- Contribute to the preparation of decision support package and participate in quality reviews and any other Committees to sanction new developments.
- Support the definition of the Master Development Plan beyond Tilenga Water Floor FID case to increase plateau duration.
- Support the follow-up of the power requirements of the integrated upstream / midstream assets and associated technical interfaces.
- Contribute to the preparation of the roadmap to reduce GHG emissions.
- Support commercial agreements negotiations (LPG, Common Development Allocation Agreement, PPA & Electricity Tariff).
- Joint Venture:
 - Support JV and FIN teams in the annual Work Program & Budget process with Partners and Authorities.
 - Support the supervision of the technical follow-up of Operated-By-Other Asset, through technical reviews and budget monitoring.

Business Intelligence:

- Deliver business insights through market analyses to support commercial activities.
- Use analytics to develop benchmarks and support subsidiary's performance improvements.

Qualifications & Experience

- Bachelors in engineering with multi-disciplinary experience in Oil & Gas industry (candidate could be considered if holding 10+ years' experience in non-O&G energy sector).
- MBA or relevant Master's degrees are a plus.
- Minimum 5 years in oil and gas industry. Planning, contract management, and/or project management experiences are plus.
- Good communication organized and analytical skills.

budgets, as required by Project Management and according to Company rules. An efficient system is to be implemented to closely monitor commitments and expenditures. In particular, RFS will be closely monitored to facilitate their approval.

Scheduling and Progress Control:

- The job holder has the responsibility of preparing and monitoring the Overall Project Schedule: targets will be defined and achievements will be monitored.

Project reporting:

- The job holder has the responsibility of implementing and maintaining a reporting system as required by Project Management, Reference Agreements and Company rules.

Internal Methods and Organization:

- The job holder has the responsibility of implementing and maintaining an Offshore Project Management and Control System including internal Project Procedures.

Communication:

- The job holder has the responsibility to provide Project Director and TEP Uganda management with all the elements to ensure efficient internal and external communications.

Documentation Control, IT and other supports:

- The job holder has the responsibility of implementing and maintaining all necessary additional services and supports for the Projects Packages such as documentation.

Qualifications Experience

- Bachelor's degree in engineering or business plus progressive experience in Project Controls or Project Management or 15+ years experience of relevant education, training, and/or progressive experience
- 20 years' experience in major international construction contracts for petroleum facilities or petrochemical projects, with recognized knowledge of contract, cost & planning and services.
- Very strong understanding of Project Management processes.
- Possess organizational skills, strong verbal and written communications skills, and the ability to interface effectively with all levels of management.

All applications should be sent through the TotalEnergies EP Uganda careers website at <https://careers.totalenergies.com>.

ONLY APPLICATIONS RECEIVED ON THE STATED WEBSITE WILL BE CONSIDERED.

Deadline is 11th August 2023.

Short listing begins immediately, and only short-listed candidates will be contacted.

"Candidates applying for the advertised positions will be selected on merit. Any form of canvassing is strictly prohibited."

"Female candidates & persons with disabilities are highly encouraged to apply"

To know more about TotalEnergies EP Uganda, please visit our website <https://corporate.totalenergies.ug>.