



Developing  
Energy Resources

Discovering  
New Talents

## JOB ADVERT - JUNE 2024

### Staff Development & Resourcing Manager

#### Main Duties and Responsibilities

- Supports the management, implementation of practices and activities of the full spectrum of the HR activity and programs linked to resource needs of the affiliate. Including resourcing, talent development, job posting and recruitment agency coordination.
- Regularly work with Department Heads regarding resource needs, profiles and headcount for each department and produce a monthly resourcing report for management.
- Evaluate plans & changes to plans and making recommendations to top management with regard to recruitment and resourcing for the affiliate.
- Responsible for the management of the Technical Assistance Service contracts for the affiliate.
- Prepare and follow up the recruitment plan for the affiliate including preparing approval dossiers to Group HR.
- Be accountable for the installation, monitoring and reporting on labor management plans for the project activity.
- Develop and maintain a graduate Trainee program for the affiliate as part of the resourcing strategy.
- Develop the recruitment team by coaching, mentoring and providing learning opportunities.
- Manage the induction and on boarding process of staff and contracted staff.
- Manage contracting companies that provide contracted staff.
- Ensure quality control of all resourcing activity.
- Define, implement and update recruitment & staff development policies and procedures for the subsidiary.
- Active contributor in the anticipation of organizational and resources development and manpower planning for the affiliate.

#### Training & Talent Development activities: To supervise and co-ordinate

- Supervise, manage and follow-up Individual Career Reviews (ICRs), Succession and Nationalization plans.
- Supervise and ensure an effective mobility process.
- Manage the annual Training Plan and Budget. Advise on Individual Training programs according to Individual

Development plans in line with training requirements.

- Individual Performance Interview Program: Responsible for implementation of the AIR program according to the approved cycle.
- Act as career manager for subsidiary local workforce and advisor to all Supervisors and Line managers.
- Responsible for coordinating all Better Together activities for the affiliate.
- Manage performance of staff and related processes and initiatives.
- Manage training and headcount reporting for HQ and affiliate and authorities including National Content Reports on HR.
- Ensure quality control of all training and development deliverables.
- Implementation of Group HR initiatives and policies on staff development.

#### HR Campaigns

- Manage all HR campaigns related to staff development; Including Better together campaigns such as Talent Reviews, Manager reviews, AIR campaigns, Lizzy/ training campaigns.

#### Qualifications & Experience

- Bachelor's degree level with at least 10 years' experience within HR both in Administration and HR Development
- HR Professional Qualifications (CIPD & SHRM preferred).
- Mastery of HR tools, policies and practices.
- Good communication skills, diplomacy. Ability to work with a network of correspondents internally as well as externally.
- Ability to work in context of heavy workload, variety of tasks to be performed, emergency situations to be solved, multicultural environment.
- Be autonomous.
- Knowledge and understanding of local labor markets and employment law regimes.
- Excellent presentation, facilitation, coaching, influencing and interpersonal relationship are essential.
- General knowledge of Oil and gas operations.

### Site HSE Leader

#### Main Duties and Responsibilities

- To adopt and to demonstrate an exemplary behavior with regards to Company Ethics and "Code of Conduct" policy and HSSE rules and regulations.
- To coordinate all the HSSE activities during the Tilenga project development phase carried out by all site contractors, subcontractors in liaison with package HSE Leaders/OSL.
- To liaise permanently with RSEs to be kept informed of changes related to HSSE matters impacting their area of responsibility.
- To ensure that all site contractors are enforcing their contractual commitments, implementing properly their contract HSSE plan and objectives are safely, properly and timely performing activities as per company specifications, design and codes.
- To provide support to the project teams for all topics related to proper implementation of applicable HSSE Management System.
- To provide support for producing or participating to the production of studies, documents, procedures, risk assessments, COMOPS or SIMOPS dossiers.
- To receive and analyses the weekly and monthly HSSE reports received from Site HSSE teams.
- To coordinate all HSSE weekly/monthly reports from site contractors and cascade them to Kampala HSSE team.
- To receive and analyses incident notifications and take part in incident investigations as and when needed.

- To provide an interface liaison between site and Kampala HSSE teams.
- To organize and participates to HSSE audits and inspections.
- To follow-up the HSSE incentive scheme and expenditures as per contract and applicable procedures.
- To create and manage SYNERGY cases related to the scope of work.
- To keep regular contacts and meetings with contractors' HSSE Managers in liaison with package OSLs/HSE leaders.
- To coordinate and ensure that site HSSE committee meetings are organised and participate in project HSSE
- To gather 'lessons learnt' and provide feedback to other participants in TEPU COREX.

#### Qualifications & Experience

- A Bachelor's degree.
- Minimum 10 years' experience in the Oil industry and especially during development phases (construction, commissioning, start-up).
- Knowledge of the company's health and safety culture and management systems and team management.
- Management of contractors and transverse relationships.
- Conversant with incident investigation techniques/methodologies.
- H3SE auditing techniques.
- HSSE risks analysis.

### Material Buyer

#### Main Duties and Responsibilities

##### H3SE, Integrity & Sustainability:

- Contributes to the department matters concerning H3SE, Integrity and Sustainability to ensure that the highest standards are adopted in all activities related to C&P activities, including inclusion in contracts and P/O's.
- Ensures the safety of the workplace to avoid danger to persons, installations and avoid impact to the environment and maintain the means for self, other personal protection, and safety emergency procedures.
- Notifies team members about accidents, incidents and near misses and initiates necessary corrective actions.

##### Responsibilities, Competences & Skills:

- Adhere to C&P entity global strategy and objectives in collaboration with affiliate Senior Management and TGP, according to Legislation and Company rules, in line with the affiliate's business needs.
- Contribute to Contracts & Procurement policies, strategies and procedures to ensure compliance with legislation, company HSE Management System, company policy and evolving objectives and agreements with business partners.
- Ensure that the necessary level of competencies is developed and improved, through training, teamwork, interpersonal skills/soft skills and "on the job" experiences within the different work sections of the C&P department.
- Ensure that the planning and follow-up of the affiliates major procurement activities is done effectively and communicated efficiently using company tools and processes.
- Adheres pertinent KPI's and reports which allow the effective follow up of the key C&P activities and performance.
- Contribute to the affiliate's general and statutory reporting to local Senior Management, the Head Office and Regulator in terms of contract & procurement activities is done in a timely and efficient manner.
- Contribute to the "well-being" and motivation of team members through adherence to a caring environment and participating in communication / team building events where the team members good work is showcased.

##### Processes, Procedures and Best Practices:

- Ensure the appropriate use of Company C&P tools to the affiliate.
- Adhere to best practices to ensure continual improvement in performance, savings and general value contribution of the C&P function to the company's overall objectives.
- Utilize the company's frame contracts and ensures that any local contracts are drafted in accordance with approved model contracts

reviewed periodically with other relevant departments such as legal, finance and HSE.

- Follow up the efficient management of suppliers of the affiliate through consultation with other stakeholders.

##### The job holder manages Materials acquisition as follows.

- Participate up market trends and contributes to the performance follow up of key suppliers & SQMs
- Contribute to National Content requirement in collaboration with the affiliate's National Content Team.
- Participate in the company's Contracts Committee contracting strategies, contract awards & follow-ups on actions.
- Respond to complaints and the settlement of claims / lawsuits in relation with legal, insurance and finance
- Participate in meetings with Authorities & Partners.
- Handle and support in complex and difficult negotiations during the attribution of new contracts or purchase orders.
- Participate in any globalization actions with other company affiliates.
- Organize suppliers, triplet, and duet meetings.
- Obtain internal and external validations of procurements and contract activities.
- Monitor contracts status and alerts technical departments before contracts expire and expedites purchase orders.
- Ensure good administration and filling of purchasing documents.
- Apply sustainable procurement practices, total cost of ownership and fundamental principles of purchasing.

#### Qualifications & Experience

- Bachelor's degree or higher degree in Procurement, Supply Chain Management, Engineering, Business, Law and Economics.
  - A minimum of 5 years professional procurement experience.
  - Experience with Oil and gas contracts and procurement with good understanding of operational requirements.
  - Excellent knowledge in legal environment, insurance, tax.
  - Developed competences in teamwork, project management, negotiation and complex problem solving.
  - Keenness to learn new skills.
  - Sound knowledge and experience in the use of the company C&P tools and processes.
  - Membership of relevant professional bodies in procurement and supply chain would be an added advantage.
- Ability to understand basic French would be advantageous.

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 12<sup>th</sup> July 2024.

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>.