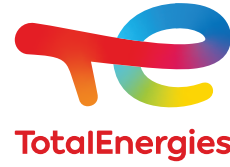


## Developing Energy Resources

## Discovering New Talents



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# JOB ADVERT - MARCH 2024

## Corporate Social Responsibility (CSR) Manager

### Main Duties and Responsibilities

#### Strategy and delivery

- Develop the Company CSR Strategy and execute action plan.
- Develop a framework for project design, execution, sustainability, and monitoring & evaluation.
- Initiate and lead implementation of new CSR initiatives agreed by management.
- Develop CSR budgets and monitor CSR expenditures, in line with the approved budget.
- Manage contracting and procurement and project management of approved CSR projects.
- Manage the CSR team.
- Work collaboratively with key internal departments to shape the Company's approach on key CSR topics.

#### Communication

- Define a CSR communication plan within the affiliate. Deliver IEC and communication materials to internal and external stakeholders to promote awareness of the Company's CSR initiatives and outcomes.
- Develop the annual CSR report, design and publication.
- Convene events to showcase Tilenga project CSR impact by the Company and its contractors.

#### Relations with authorities, joint venture partners, contractors and other stakeholders

- Ensure the buy-in of relevant stakeholders for supported projects.
- Develop the CSR program with partners.
- Identify organizations, associations, institutions with whom to partner for successful projects implementation.
- Build relationships with multilateral and bilateral development institutions and development NGOs to ensure coordination and collaboration in the development and

implementation of activities in the Albertine region and explore opportunities for partnership.

- Build relationships with Project Contractors and Subcontractors to promote coordination and collaboration in the selection, design and delivery of their CSR objectives using relevant criteria including needs assessment, footprint/distribution of initiatives, selection of target group.

#### Reporting

- Monitor other operators' CSR strategy.
- Undertake benchmarking efforts, third party disclosures and involvement in industry initiatives.
- Prepare quarterly presentation updates for Stakeholder Engagements
- Produce periodic reports on the affiliate's CSR for internal and external stakeholders.

### Qualifications & Experience

- University Degree in Development, Communication, Political science, Economics, Rural development, Agronomy, Sociology, Project management or engineering school / or Business school degree.
- At least 6 years' experience managing community projects, development projects and/or in other similar area (NGOs, donors, State development funds, etc.).
- Ability to maintain good relations with a wide range of local stakeholders, NGOs, donors, local authorities, local communities.
- Ability to work independently and meet deadlines.
- Flexibility and team player.
- Capacity to work in the field.
- Good report writing and analytical skills.

Ugandan National Action Plan on Business and Human Rights.

- Ensure the implementation by the Subsidiary and the Tilenga Project of the Human Rights Impact Assessment and assist with the conduct of any future Human Rights Impact Assessment.
- Oversee Subsidiary human rights due diligence including assisting with the organization and secretariat of the Subsidiary Human Rights Committee, ensuring that decisions are documented and monitoring implementation.
- Proactively promote awareness and understanding of the Company, Subsidiary and Tilenga Projects' Human Rights commitments both internally and externally.
- Ensure adequate systems, tools and processes are in place to appropriately monitor Human Rights issues and to ensure mitigation of Human Rights measures.
- Ensure adequate Human Rights Reporting including in relation to the Human Rights Impact Assessment Action Plan
- Carry out research and provide advice on matters of concern in relation to human rights matters.
- Attend where requested external meetings and webinars relevant to the role.
- Carry out verifications to ensure compliance with international & local human rights laws.
- Conduct site verification visits when required.
- Ensure that the standards expected by Company are consistently applied. Observe all Company Rules, Procedures and Instructions in the

performance of tasks.

- Conduct activities in a manner which is respectful of Company and Affiliate images, bearing in mind the risk of reputational damage.

### Qualifications & Experience

- Bachelor's degree in law, human rights, political science, business or a related degree. Law firm experience is added advantage but is not essential.
- A mature, interpersonal and confident individual with good interpersonal skills.
- Eight (8) years' minimum experience as a lawyer, in human rights field or in a related discipline.
- A mature, interpersonal and confident individual with good interpersonal skills.
- Negotiation and conflict resolution.
- Communication skills –must be able to communicate effectively, articulate their view verbally and actively listen to other points of view
- Excellent writing skills are essential.
- Good organizational skills with a proven ability to multi-task whilst prioritizing own work, with minimum supervision.
- IT literacy – must be proficient in MS Office (Excel, Word and Access); familiarity with modern records management software applications is an added advantage.
- Good capacity to work to tight deadlines and in a team.
- Reporting and summarizing skills.

Resilience Management System policies.

- Carry out programmatic/administrative tasks necessary for the functioning of the Section, including preparation of budgets, assigning and monitoring of performance parameters and critical indicators, reporting on budget/programme performance, preparation of inputs for results-based budgeting, evaluation of staff performance in the section.
- Ensure that the outputs produced by the Section maintain high-quality standards, comply with the relevant mandates and that reports are clear, objective and based on comprehensive data.
- Prepare inputs for the work programme of the Division, identifying priorities, and allocating resources for the timely delivery of outputs.
- Foster teamwork and communication among staff in the

Section and across organizational boundaries.

- Knows and observes the company HSE policy, rules and procedures, participation to HSE activities and global improvement.

### Qualifications & Experience

- Master's degree in relevant field.
- Bachelor's degree in a related field.
- Minimum 8-10 years' experience in maintenance projects.
- Knowledge of tendering procedures and negotiation techniques.
- Knowledge of budget control (Costs and deadlines).
- Ability to make decisions and arbitration, good customer care.
- Availability, autonomy, integrity, responsiveness and decisiveness.

- Contribute to daily shortfall analyses and production forecast.
- Ensure ESP run continuously within the operating envelope as recommended by the manufacturer.
- Smart room focal point for 1st level of troubleshooting.
- In collaboration with Process and Flow assurance and Reservoir monitoring teams develop and maintain models of wells and surface network for production data monitoring (wells and surface network).
- Coordinate multidisciplinary well studies and operations together with, field operation engineers and drilling/completion engineers.
- Digital: involved in development of new digital tools for better predictive approach and help decision on well operation.

### Qualifications & Experience

- Engineering or equivalent qualification.
- 12 years minimum in Oil & Gas industry. Oil production affiliate exposure. FOPS Method team, GSR team, qualification in an operating environment (drilling, operations, with practical experience). Minimum one exposure as Well performance engineer on operated asset and/or Smart room.
- Sound knowledge in well performance tools

## Head Of Upstream Production Methods

### Main Duties and Responsibilities:

- Responsible for the efficient and timely organization of the preparation work of the production activities needed for the start-up and first years of operation phases of TILENGA Field HSE objectives for production department, production efficiency objectives, start-up sequences, procedures, work permits system, standing instructions, support needs.
- Prepare the various sub-contracts needed for TILENGA production for chemical supplies, laboratory studies in liaison with the Project and Company as required.
- Support organization of the production personnel training program in line with OPERCAP methodology and in close liaison with the Operations Interface Coordinator and Company.
- Organize the Production team input in the TILENGA Field development design, FATs in particular for the acceptance of the ICSS and Training Simulator, the Overall Control of Wells and Risers System, the PI Supervisory System, construction / pre-commissioning, commissioning and hand-over activities in particular conformity checks, OTPs, punch list in liaison with the Project Engineering / Construction and Commissioning entities.
- Take leadership in the Production Data Management System (PDMS) development.
- Participate in close liaison with the HSE Manager in the identification of the Safety Critical Elements, Emergency Procedures in the definition of the related testing and recording requirements
- Review and approve the Operations Manuals to be developed under the Technical Support department responsibility.

### Qualifications & Experience

- Engineering degree with a higher qualification in Petroleum Engineering a plus
- Minimum 15 years' experience and minimum 10 years supervision experience.
- Extensive knowledge of company procedures and the applicable legislation of the country being worked in. Knowledge of business drivers and where operations affect company objectives. Capable of making commercial decisions to meet business objectives and ensuring that onshore operational activity maintains the technical integrity of the facility and adheres to statutory classification and HSE requirements.

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 22<sup>nd</sup> March 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>.**

## Social Package Manager

### Main Duties and Responsibilities

#### Contractor Social Compliance

- Ensure delivery of comprehensive onboarding of contractors and subcontractors in field prior to commencement of activities
- Design, plan and implement an assurance framework for Contractor and Subcontractor social management including development of systems, procedures and processes tailored to risk.
- Establish functional relationship with Contract/Package Managers and contractors and subcontractors to align on scope of work, risk, social management obligations, capacity and resource requirements and Contractor and Company assurance.
- Risk Categorization: Review of Contractor Scope of Work and contract social exhibits to extract contractor social obligations and assign risk categorization to Contractor, thereby informing intensity of field assurance.
- Ensure contractors apply the defined social standards and ensure that international best practice, company guidelines and sustainable development requirements are implemented and address non-compliance with corrective actions and escalation as required.
- Work with contractors to align on design and development of Social Management Plans and review and approve such documents prior to their mobilization to field. Follow up to ensure that plans are operationalized into impactful programs.
- In consultation and coordination with Contractors and Subcontractors align on awareness requirements associated with the design, planning and execution of the social management programs.
- Manage Social Compliance assessment of contractors, gathering and analyzing available information to identify gaps against specific obligations and relevant standards.
- Identify, propose, and monitor implementation of appropriate mitigation measures for risks and impacts.
- Monitor, evaluate, and report to stakeholders on management of the social obligations of Contractors and Subcontractors as required.
- Coordinate with internal functions responsible for related areas – stakeholder engagement, for national content and local recruitment and procurement; CSR; HR and HSE.

- Lead knowledge sharing, learning, and development of the social compliance team; and knowledge sharing across the organization.
- Report on social compliance across the project.
- Manage Contractor Social Compliance teams, support their development, and provide them with the necessary tools to effectively deliver project compliance objectives.

#### Social Management Plans

- Implement framework for project design, planning, execution and monitoring & evaluation.
- Ensure contracting and performance management of Third-Party Service Providers delivering commitments set out in social management plans.
- Review program scopes of work against approved Social Management Plans and revise as appropriate to manage project social risks and impacts.
- Coordinate and collaborate with other related functional areas included socio-economic development, CSR and national content.
- Engage effectively and report to internal and external stakeholders.
- Manage and develop the capacity of teams to effectively manage impactful projects, within the time and budget allocated.
- Any other activities appropriate to the effective management of project social risks and impacts.

### Qualifications & Experience

- Bachelor's Degree or equivalent.
- Professional experience (8 years) in any combination of audit, compliance, contract management, or social performance preferably with focus on labor and working conditions.
- Awareness, knowledge, and experience in the design, planning and execution of compliance processes.
- Knowledge of social compliance standards.
- Good negotiation and conflict management skills.
- Ability to work with multiple teams in a complex and multicultural environment.
- Good teamwork, strong minded, good analytical and communication skills.
- High Proficiency in Microsoft Office and other relevant software Ability to work with multiple teams in a complex and multicultural environment.

### conventions of the International Labour Organization and the Voluntary Principles on Security and Human Rights, Supports implementation of the Subsidiary Human Rights Policy.

- Support implementation by the Subsidiary of Ugandan laws and policies with respect to Human Rights including the

## Estates and Facilities Lead

### Main Duties and Responsibilities

- Defines the affiliate office space strategy, ambition and roadmap in coordination with the business entities and affiliate teams.
- Contact person for Facility and Maintenance matters in the affiliate and follows up and report the implementation processes as recommended by Management.
- Ensures efficient working relationships between affiliate department teams, Business and other entities with active involvement of final user solutions.
- Shares best practices, local initiatives and benchmarks, and provide feedback on Facility and Maintenance initiatives within the affiliate.

### Estates and Facilities strategy, budgeting, risk management, HR management.

- Defines the affiliate Estate and Facilities strategy and goals in line with Business requirements and Group's objectives and ensures adherence to the defined strategy.
- Defines and manages Estate and Facilities roadmap and provisions / optimizes Estate and Facilities budget and ensures that budget is always adhered to.
- Monitors and controls performance metrics related to the achievement of the Estate and Facilities department's objectives.
- Puts in place risk management processes and ensures that risk management is embedded in Estate and Facilities processes and frameworks.
- Ensures recruitment of adequate profiles, manages, coaches and motivates Estate and Facilities team members and ensures they have the required skills at all times.

### Estate and Facilities project portfolio management and reporting.

- Plan and oversees the realization of all affiliate's Estate and Facilities operations including proper office accommodation and maintenance of services for the affiliate within the predefined timeframe and budget.
- Technical Support, Operational assistance and Quality Assurance and ensure adequate resource planning within budget.
- Oversees the implementation of the continuous improvement process as well as the design and maintenance of the office space and residences.
- Acts as the last escalation level and point of contact for technical problems and provides adequate problem resolutions.
- Ensures the implementation of corrective and

preventive actions.

- Oversee cost control activities related to the Section's expenditures as well as expenditures concerning the services of the company, including Buildings and Housing Management and other services.

### Estate and Facilities Service management, procurement, and relationship management

- Manages the relationship with stakeholders to anticipate their needs to maximize Business satisfaction.
- Manages the relationship with HQ, and ensures efficient interactions with local Estate and Facilities team.
- Contract Management and relationship with suppliers: oversee the realization of SLAs and benchmark Estate and Facilities.
- Supervises and validates the procurement of new required services and makes sure that capacity requirements are always anticipated.
- Communicates change management, promote innovation, projects and department results, risks, changes to stakeholders as well as strategy, goals and KPIs, policies and procedures to Estate and Facilities team.
- Promotes Estate and Facilities services results and trends across business. Identify and approves relevant concepts to optimize Estate and Facilities performance.

- Oversee the activities requiring the input of the Procurement Unit, H3SE including planning, solicitation, negotiation, and, if necessary, termination of contractual and procurement action. Provide policy guidance on procurement as well as technical advice to the team and ensure that established Company procurement policies and procedures are adhered to.

- Manage analysis and performance monitoring of the effectiveness and execution of asset management and control procedures in the company.
- Manage the allocation of space and office planning and coordinate related building services requirements; define, manage and coordinate facility-related requirements.
- Manage the facilities and contracts related to Estate and Facilities.
- Manage the provision and administration of third-party liability insurance coverage for Company premises, property, assets and equipment.
- Draft, update and exercise the Company business continuity plan and other Organizational

