



Developing Energy Resources

Discovering New Talents

JOB ADVERT- AUGUST 2023

Training and Development Coordinator

Main Duties and Responsibilities

- Support in the preparation and implementation of the training plans for the affiliate.
- Maintain accurate records of training attendance, evaluations, and outcomes.
- Schedule training sessions, secure venues, and manage logistical arrangements.
- Support in the preparation of the nationalization plan.
- Implement the Graduate trainee & internship programs.
- Liaise with receiving affiliate of Graduate trainees that require international training.
- Follow up on training aspects related to staff individual development plans.
- Participate in staff Individual review meetings and prepare related reports.
- Follow on the statistics and reporting for performance review campaigns such as Annual Individual Reviews (AIR), mid-year reviews, probation assessments.
- Follow up on administrative and logistical requirements related to training of Operators and maintenance technician.

- Prepare and participate in all training campaigns.
- Take the lead in the execution of the induction process.
- Review and provide support in reporting for quarterly, annual and any other required reports for National content, Authorities.
- Contribute to the main HR campaigns and processes.
- Participate in the administration of the job posting campaign where required.
- Leverage Learning Management Systems (LMS) and other training software to deliver and track training activities.

Qualifications & Experience

- Master's degree in a related field, Bachelor's degree in Human Resource Management or equivalent.
- At least 5-7 years' experience in Human resources career management specifically.
- Excellent interpersonal, communication, and analytical skills.
- Team player profile, organized, discreet, good analytical skills.
- Knowledge of MS systems .

training within the Affiliate.

- Carry out Audits of the Company Management System (CMS) to ensure that company policies and procedures are up to date valid and implemented. Audit the Affiliate's processes in line with documented Reference documents to ensure compliance with local processes
- Report to the Internal Audit Manager on the policies, programmes and activities of the department.

Qualifications & Experience

- Bachelor's degree in either Accounting/ Finance/ Economics.
- Certification and valid membership in either of the following professional bodies CIA (IIA), ACCA, CPA (ICPAU), CIMA.
- Must have at least 5 years post qualified working experience in Internal and/or External Audit, Risk Assessment methodologies and practices in operational activities. In-depth knowledge of applicable regulatory requirements and accounting procedures.
- A knowledge of audit procedures, including planning, techniques, test and sampling methods involved in conducting audits.
- A knowledge of computerized accounting and auditing record keeping systems.
- An ability to maintain current knowledge of developments related to business matters of interest to internal audit, particularly legislation changes and developments as they affect the industry and new auditing techniques and practices.
- An ability to establish and retain effective working relationships with other staff and to communicate clearly and effectively, both orally and in writing.
- An ability to identify issues and formulate solutions.
- Professionalism, integrity and confidentiality
- Strong analytical skills, functional skills in IT systems.

and monitoring performance indicators giving the participation levels within the company and where applicable associated projects.

- Support in establishing and maintaining a secure and detailed archiving /document conservation system, particularly with respect to due diligence documentation, according to Group rules.
- Reporting periodically on KPI relating to his/her activities to the Compliance Manager.
- Support the affiliate attain a regulatory standard of 100% due annual Conflict of Interest declaration campaigns.
- Support in the closing of audit observations relating to compliance and all such compliance audit recommendations by liaising with all stakeholders to complete issue closures.
- Support in the conduct and completion of the periodic compliance risk assessments including tracking of recommendations arising out of them.
- Support in the update of the compliance framework policies, procedures, and guidance notes.
- Support in the conduct of due diligence by providing compliance advisory on completion, on risk mitigation measures and tracking of their implementation.
- Support in the conduct of Compliance SOX Controls covering Entity Level Controls.
- Support in the compliance review of the e-registers.
- Support in the compliance review of the accounting controls including payments to public officials.
- Uphold the highest standards of professionalism demanded of Compliance Officers by being exemplary in the compliance with the company requirements as well as being above reproach.
- Contribution to the protection and reputation of the group by helping to ensure that it operates in accordance with anti-corruption laws and internal norms.

Qualifications & Experience

- Bachelor's degree in Legal, Business or any related field.
- Minimum 5 years' experience in a Legal or Compliance or Risk or Audit or Internal Control or Methods roles.
- Experience in the Oil and gas industry is an added advantage.

HSE Management System Engineer

Main Duties and Responsibilities

- Assist the Methods Manager in updating and developing of the company's HSE Management System which includes the HSSE procedures, Reporting, Contractor Management, Emergency preparedness and engineering documents in compliance with MAESTRO referential and Company Upstream Referential.
- Assist in implementing and maintaining Company's Emergency Response System and update existing documents. Emergency Response Plan, Emergency Directory and Contact Register.
- Ensure maintenance, functionality and test of the Company's Emergency facilities: Crisis Room, On Duty Officer tools.
- Manage the On Duty Officer system and ensure effective handover between each party.
- Organize the emergency preparedness as Large-Scale Exercise, Tabletop Exercise and ensure follow up of action plans.
- Develop Safety Operating procedures for Company's facilities in collaboration with operations disciplines.
- Develop HSSE procedures for the company HSE MS to follow MAESTRO referential.
- Assists in the implementation of Company Safety Policies, Standards and Guidelines.
- Participate in site HSE committee meetings, HSE board, Service Quality Meeting and follows up the action plans.
- Ensure that contracting aspects and management of Contractors are compliant with affiliate HSE MS for the selection of Contractors, execution and closure of the contract.
- Participate and assess the quality of the HSE MS of the tendering contenders and identify all hazards with the selected contractor prior to starting operations.
- Maintain regular contacts/meeting with Contractors to help them to improve their HSE Management System further to recommendations issued from audits.
- Assist the Senior HSE Methods Engineer in incident, accident and anomaly reporting, investigations and analyses to the Company Management and Headquarters.
- Promote the use of Synergy and ensure the follow up and execution of anomalies/incidents/Audit/ Inspection recording and corrective actions tracking.
- Ensure that HSE reports issued are in line with Group Procedures.
- Assist the team in maintaining a major risk register for

each operations asset and hazard review system.

- Draft and design layout of safety equipment, materials, and workspace to ensure maximum efficiency.
- Review/Complete Safety reports and risk analysis to promote Safety awareness within the Company.

Training & Awareness

- Develop training modules for personnel on site to improve their knowledge and skills in HSE aspects and conduct training on site
- Communicate and conduct training sessions or presentations to ensure that personnel fully understand updated/new HSE instructions and standards
- Promote HSE standards and the company objectives by communication campaign with available communication means: Email, power point presentation, intranet, posters.
- Develop proactive safety culture in Company through frequent talks, presentations and induct users in Safety procedures and plans.
- Organize and participate in the HSE biannual seminar / Forum / workshops with contractors / World Day For Safety.
- Ensure that HSE training for Company personnel are properly and timely conducted as per the company's training matrix and Group recommendations.
- Promote HSE awareness programs and monitor their progress.
- Participate in HSE campaigns for Company staff and contractors.

Planning

- Assist with the HSE annual plan.
- Draft Company's safety programs to determine their adequacy and Compliance to Group's Safety procedures.
- Provide planning in line with Group directives.
- Contribute in developing budgets for the performing of the Section.

Qualifications & Experience

- Bachelor of Science Degree.
- Minimum experience in the upstream sector with a proven background in the Oil & Gas Industry.
- Studios and Analytical mind with good knowledge of HSE methods and Safety Operations issues.
- Need to have good presentation skills.
- Strong organizational, time management, analytical, problem solving, oral and written communication and interpersonal skills.
- Ability to work under limited supervision and function.

Senior Geologist

Main Duties and Responsibilities

- The Senior Geologist interacts with the rest of the multi-disciplinary GSR team (Operation Geologists, Petrophysicists, Geophysicists, Geologist, Reservoir Engineers) during the preparation and follow-up of the project's execution. The main activities will include:
 - Responsible for providing the geological inputs of Well SORs in close collaboration with the geophysicists, reservoir engineers, Operation Geology & drilling teams (objectives, well trajectory, target box, section TD criteria, data acquisition).
 - During drilling operations, responsible for providing and communicating (within the GSR team and to the D&W team) the most appropriate geological interpretations and participate in the decision-making progress to safely deliver the wells and achieve their objectives (Markers interpretation, stratigraphical interpretation, lithological assessment).
 - Responsible of the quality & pertinence of the geological data, interpretation, and studies. Validate the geological information and interpretation used for wells preparation. Apply the best practice in managing these data, together with the Geoinformation team.
 - Responsible for the wells' results integration during the development drilling campaign to prepare and optimize the design other the next wells and/or pads. This task could include the update of the reservoir model on-the-fly.
 - Ensure the analysis, the interpretation, and the synthesis of the geological data.
 - Responsible for providing pertinent and valid geological input to the documentation & reporting required by the

stakeholders (JV partners, Local Authorities, affiliate, HQ).

- Propose continuous improvements on the way the team (2G) works, add value to the project by identifying new technologies applicable to Tilenga.
- Contribute to the improvement of the team's geological skills and the coaching of the geologists/geoscientists to secure the advancement of the global geological work and the technical quality of the work performed by the company geologists.
- Promote the technical geological-related work done on Tilenga with JV partners and authorities.
- Responsible for identifying, scoping and following-up the geological-related studies carried by the Technical Line in HQ in collaboration with Customer Line Onshore upstream.
- Geological representative of the Company responsible to follow up the non-operated asset.

Qualifications & Experience

- Minimum BSc or MSc in Geology.
- Minimum of 10 years of experience as reservoir geologist with mandatory experience in geological & structural interpretation, reservoir characterization, structural & geological modelling, uncertainty analysis, and well Integration, exposure to well preparation activities (Well Statement Of Requirement – Well SOR), follow up of drilling wells operations, log interpretation, petrophysical synthesis & modelling. Studies of overburden/Cap Rock monitoring is a plus.
- Demonstrated team spirit, solidarity, strong coaching & communication skills, commitment & efficiency, work in multi-disciplinary and multi-cultural teams.

All applications should be sent through the TotalEnergies EP Uganda careers website at [https://careers-totalenergies.com](https://careers.totalenergies.com).

ONLY APPLICATIONS RECEIVED ON THE STATED WEBSITE WILL BE CONSIDERED.

Deadline is 1st September 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>.