



Job Description

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Job Title Assistant - Local Content	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Intermediate	Industry Oil & Gas, Energy & Natural Resources

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Oil & Gas: 3 Years
Secondary Industry Energy & Natural Resources: 3 Years	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

This is a growth role for early careers (1 – 3 Years Experience) seeking a career-defining challenge in a fast and dynamic project environment. The Assistant – Local Content will function within the Local Content team at Schneider Electric working on the EACOP Project and will be based out of Dar es Salaam, Tanzania. They will support Local Content Implementation topics.

Responsibilities

Implementation of Training Programs

- Update TRN Forecast and LC Forecast
- Update TRN Programs
- Monthly Calls with Finance to Update on TRN Implementation + Communicate Minutes to PLT
- Must Accompany TRN Coord. In all Internal and External Engagements on TRN & CB
- Filing and Record Keeping in TEAMS

Implementation of Capacity Building Programs

- Set-up Monthly Calls with A2E + Communicate Minutes to PLT
- Set-up Monthly Calls + Minutes to PLT on Progress of CB Implementation

Regulatory Compliance (EOI-ADVT's)

- In-Charge of Updating EOI-ADVT Register
- Undertakes NC Pre-Qualification incl Setting up Alignment Meeting with Stakeholders (End-User/Requester, Finance, Procurement)

Any Other Duty as Assigned

Education & Qualifications

University Qualifications Preferred (Business, Statistics, Economics e.t.c or Equivalent)

Requirements

- At least 1 – 3 Years experience in a Professional Work Environment
- Record Keeping, Filing, Statistics, Project Management or equivalent

Characteristics

Knowledge and Workplace Skills

Resilience: Emotional Intelligence; Workplace Maturity. Overcome Negative or Redirecting Feedback Quickly

Growth Mindset: Agility, Capacity to take-up instruction, listen, learn and open to being guided. Quickly raises challenges encountered with Management for timely resolution

Agile Mindset

- Clarity in Tasks, Time Management and Prioritization
- Multitasking Skills Development: Sound ability to handle multiple tasks, set priorities and meet deadlines.

Digital Mindset: Digital Workplace Connection: OUTLOOK, TEAMS, CO-PILOT.

Digital Skills: Can use Laptop Computers Effectively (with a mouse) and Proficient in Microsoft Packages (WORD, EXCEL, POWERPOINT).

Penchant for Detail and Accuracy in Task Execution and Reporting

Self-Driven with a high level of professional and personal integrity

Strong communication skills

Driving Licence

Not Required

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