



# Job Description

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<b>Job Title</b> EITS Package Site Representative	<b>Job Location</b> Tabora	<b>Category</b> -
<b>Job Type</b> Full Time	<b>Job level</b> Internship	<b>Industry</b> Oil & Gas

## Open to Expatriates

Open to Expatriates & Local Nationals

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> Oil & Gas: 10 Years
<b>Secondary Industry</b> -	<b>Primary Category</b> -	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

EITS Package SITE Representative will act as the on-site focal point for the COMPANY Package Team, ensuring proper supervision, coordination, and follow-up of all SITE activities related to the installation, hook-up, and testing of the EITS equipment.

The position provides the interface between the different COMPANY Package teams, the Construction CONTRACTORS, the EITS CONTRACTOR and other stakeholders to secure timely, safe, and compliant execution of works.

## Responsibilities

- Act as COMPANY's on-site representative for the EITS Package scope of work.
- Interface daily with Construction teams and EITS CONTRACTOR to ensure proper execution of installation, hook-up, testing, and handover activities.
- Supervise and monitor the CONTRACTOR's activities for EITS Package-related works, ensuring compliance with the PROJECT specifications, quality standards, and HSE requirements.
- Verify that CONTRACTOR resources (manpower, tools, calibrated equipment) are adequate and properly allocated to meet milestones.
- Maintain detailed follow-up of EITS SITE activities (installation, hook-up, testing).
- Identify and escalate any issues related to engineering, construction, or interface management.
- Coordinate/Support the mobilization of EITS CONTRACTOR teams
- Monitor storage, preservation, and calibration of EITS equipment as per Vendor and Project specifications.
- Participate in inspections, audits (HSE, QA/QC, or construction), and system walk-downs.
- Follow up on NCRs, deviations (DER), and site technical queries (STQ), ensuring timely resolution with Field Engineering support.
- Verify and challenge CONTRACTOR daily reporting (progress, manpower, compliance with procedures).
- Support CONTRACTOR in defining and implementing corrective actions for deficiencies or delays
- Ensure that CONTRACTOR activities are executed with approved procedures, method statements, and latest design documents.
- Promote communication, collaboration, and teamwork among contractors, vendors, and COMPANY teams.
- Ensure timely preparation and completeness of handover documentation for commissioning.

## Education & Qualifications

- Technical degree (Electrical, Telecom, or Instrumentation Engineering preferred) or equivalent professional experience.

## Requirements

- A minimum of 10 years' experience in site supervision of electrical, telecom, and/or instrumentation installation works (Oil & Gas, Energy, or Industrial projects).
- Strong knowledge of construction and commissioning practices.

## Characteristics

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- Ability to coordinate and interface with multidisciplinary teams.
- Strong reporting and communication skills in English.
- Familiarity with HSE practices and site safety requirements.
- Proactive and solution-oriented mindset.
- Strong organizational and coordination skills.
- Ability to work independently while reporting effectively to management.
- Team player with good interpersonal skills.
- Competency within industry applications such as MS Office; Word, Excel, PowerPoint, Visio
- Knowledge of International Standards.
- Ability to travel as and when required.

## Reporting To

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EITS Package Manager

## Driving Licence

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Not Required

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