



Job Description

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Job Title Graduate Trainee - CMT Data Entry	Job Location Dar es Salaam	Category -
Job Type Internship	Job level Internship	Industry Construction
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Construction: 1 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

The Completion Data Entry Engineer (Graduate trainee) will be responsible for the precise and timely entry of inspection, functional testing, and iFAT (Integrated Factory Acceptance Testing) data regarding all Electrical, Instrumentation, Telecom, and Security (EITS) deliverables into the Completion Management Tool (CMT). This position directly supports the verification of system functionality throughout the Main Line Block Valve (MLBV) container integration, ensuring comprehensive digital documentation aligned with project milestones and quality standards.

Responsibilities

- Enter and upload CMT test sheets, inspection test reports (ITRs), and functional testing records to the CMT platform in accordance with scheduled project activities.
- Maintain complete and accurate logs of all inspection and testing results, including punch list items, defect statuses, and resolution documentation relevant to the MLBV integration lifecycle.
- Collaborate with QA/QC Inspectors, Testing Engineers, and Site Engineers to collect, clarify, and validate information prior to data entry.
- Ensure adherence to project data standards, completeness, and consistency for all CMT entries; promptly update records following verification of new results or corrections.
- Support the preparation of digital handover packages by ensuring all required CMT data and supporting documents (certificates, photos, reports) are included and correctly indexed.
- Assist with periodic data audits and reconciliations to maintain traceability and compliance with operational procedures.
- Participate in any CMT training or system updates relevant to ongoing project data management.

Education & Qualifications

- A Bachelor's degree in Engineering most preferably Electrical Engineering

Requirements

- Fresh Graduates to one year of experience

Characteristics

- Flexibility, capacity to listen and learn, open-minded.
- Well organized and well structured
- Good analytical skills

- Inter-personal and communication skills
- Proficient in Microsoft office (Word, Excel); familiarity with digital documentation or project management tools is an advantage.

Driving Licence

Not Required

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