



# Job Description

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|----------------------------------------------------------------|--------------------------------------|------------------------------|
| <b>Job Title</b><br>HSSEQ Coordinator                          | <b>Job Location</b><br>Zanzibar City | <b>Category</b><br>-         |
| <b>Job Type</b><br>Full Time                                   | <b>Job level</b><br>Intermediate     | <b>Industry</b><br>Oil & Gas |
| <b>Open to Expatriates</b><br>Only Open to Tanzanian Nationals |                                      |                              |

## Minimum Requirements

|                                |                              |                                               |
|--------------------------------|------------------------------|-----------------------------------------------|
| <b>Min Budget</b><br>-         | <b>Max Budget</b><br>-       | <b>Primary Industry</b><br>Oil & Gas: 2 Years |
| <b>Secondary Industry</b><br>- | <b>Primary Category</b><br>- | <b>Secondary Category</b><br>-                |
| <b>Certificate</b><br>-        | <b>Qualification</b><br>-    |                                               |

## Summary

HSSEQ Coordinator will coordinate the implementation and continuous improvement of the HSSEQ Integrated Management System across Company and ensuring compliance with Group standards, national legal and regulatory requirements and industry best practices. Partner with employees, contractors, and key stakeholders to promote a strong safety culture, manage operational risks, ensure regulatory compliance, and drive continuous improvement in health, safety, security, environmental, and quality performance across all affiliate operations.

## Responsibilities

- Provide hands-on, ongoing HSSEQ implementation support to all Affiliate depots/ sites and stakeholders
- Ensure the implementation of HSSEQ guidelines, policies, plans and programmes, their enforcement and continuous monitoring
- Identify, assess and manage major hazards across the business activities of the Affiliate; ensuring that the assets and facilities of the Affiliate are designed, built, maintained and operated in a manner to reduce the risks associated with the identified major hazards
- Be "visible in the field" and "walk the talk"; regularly performing HSSEQ onsite inspections to ensure personnel compliance with HSSEQ requirements
- Keep track of and follow up on Hearts & Minds action plan completion in line with Group Targets Guide and participate in the annual review and update of all Risk Assessments, with process owners / teams
- Ensure all company Emergency Response Plans are kept up to date and tested, with Site Managers
- Support Site Managers in engagement of neighbours/ industry peers for Emergency Response aid and exercises
- Ensure all site Legal Registers, Legal records (like OSHA, ZEMA/NEMC and Fire compliances), HSSEQ Inspection and HSSEQ Training Schedules and records are kept up to date
- Ensure effectiveness of monthly HSSEQ Inspections and incident reporting
- Co-ordinate the deviation reporting and investigation process, ensuring a report for each incident and update of relevant Databases (Incidents, Nonconformances, Near Misses, Observations)
- Deliver staff and contractors HSSEQ induction and awareness trainings.
- Keep abreast of operational changes and opportunities for improvement and ensure system capturing
- Keep abreast of HSSEQ needs related to Technical and Ad hoc Projects and actively participate in related Risk Assessments

and Control of Work activities

- Maintain a central Safety File Database for all Affiliate contractors, including Road Transport Suppliers
- Ensure Contractor Management and Permit to Work processes are enforced on all sites
- Compile HSSEQ reports to HSSEQ Manager to include HSSEQ KPI's and Incident summaries and updated non-conformances action plans
- Ensure the HSSEQ Toolbox Database is continually updated with new and/ or revised content/ topics
- Administrate the Document Control process, ensuring uncontrolled documents are routinely identified
- Coordinate the procurement of Personnel Protective Equipment and ensure all staff (existing and new) are timeously issued with appropriate PPE.
- Ensure full modules utilization of HSSEQ software
- Carry out any other duty or task that may be assigned by hierarchical superiors.

## Education & Qualifications

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- BSc. Petroleum Engineering, Oil and Gas Engineers or related field

## Requirements

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- 2 -4 years working experience (operations, technical or HSSEQ), Oil & Gas experience will be an advantage
- Knowledgeable in ISO 9001, 14001 & 45001 standards; Internal Auditor qualification will be an advantage
- Knowledge of national HSSEQ legislation and management systems
- Degree qualification in acceptable engineering or science major
- Computer literacy (MS Word, Excel, Powerpoint, Publisher)
- Ability to communicate clearly and assertively across different staff levels (verbal, non-verbal, written)
- Ability to develop collaborative relationships and inspire action amongst multi-departmental colleagues
- Willingness to learn and continually develop new technical and soft skills as required by the function
- Requires minimum supervision, takes initiative
- Fluent in English and local language/s
- Ability to lead without authority
- Meticulous attention to detail
- High level of integrity

Training and Development (Mandatory/ Compulsory Training Relevant to the specific position):

Internal:

- Company's Values and Behaviours
- Code of Conduct (Group + Affiliate)
- Product Induction (Oil, LPG, Lubricants)
- Certificated:
  - First Aider
  - Fire Fighting
  - Permit to Work
  - SHE Representative
  - National Occupational Safety and Health Course I & II
  - Internal Auditor (ISO IMS)
  - Nebosh (Certificate and Diploma)

## Characteristics

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- Safety leadership
- Risk assessment and hazard identification
- Incident investigation
- Regulatory compliance
- Internal auditing
- Emergency preparedness
- Training and coaching
- Stakeholder engagement
- Documentation and reporting
- Communication and presentation
- Problem-solving and critical thinking
- Planning and organization

- Teamwork and collaboration
- Integrity and accountability

### Reporting To

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- Country HSSEQ Manager

### Driving Licence

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Not Required

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