



Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

Job Title Local Content Assistant	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

Local Content Assistant 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

To Apply for This Job [Click Here](#)