

ZPEB UGANDA CO. LIMITED

JOB VACANCIES

ZPEB Uganda Co. Limited is a petroleum engineering company that engaging himself in terms of the Provision of Onshore Drilling Rig and Tubular Running & Fishing Services in Tilenga project. ZPEB Uganda Co. Limited provides highly specialized and dedicated services to clients and welcome the professionals with rich experiences to joint in us.

1. Financial Director *2

- Be Responsible for formulating and executing ZPEB Uganda's financial developing strategy, investment decisions and other major financial decisions.
- Be Responsible for establishing and maintaining financing channels, raising funds required for company's operating and ensuring the normal funds supply.
- Be Responsible for building financial accounting system, budget system, financial control system, and effective internal control system.
- Be Responsible for compilation operating analysis reports to management team in regular.
- Be Responsible for providing related documents for major investment activities, participate in risk assessment, risk prediction, risk control and risk analysis.
- Be Responsible for all financial activities budgeting, reporting, and auditing.
- Be Responsible for communicating with all departments, reviewing expenses, ensuring all expenditures occurred in a reasonable and correct manner.
- Responsible for overseeing and ensuring compliance of the company's financial and tax related operations.
- At least 15 years of financial work experience in large oil and gas companies, 12+ years of experience as a financial manager in the international petroleum engineering market, strong knowledge of international finance and taxation. Bachelor degree or equivalent.

2. HSE Superintendent *2

- Implement and promote the safety policies, plans, safety procedures, environmental controls, emergency response and associated documentation specific to the rig, as well as rig-specific HSE goals/objectives and HSE activity plan.
- Coordinate or conduct safety inspections/ audit to ensure that rig equipment, plant operations, and safe working practices comply with Company standards and procedures.
- Assist with the investigation of incidents, accidents, and illnesses per Company procedures.
- Make sure appropriate safety equipment is readily available and used correctly. Maintain record of Safety Equipment in use.
- Act as liaison between HSE department and rig management and supervision Promote the STOP Safety Program.
- Assist on JSA's and Risk Assessments, maintain and promote the use of Standard Operating Procedures.
- Recognize the need and accept responsibility for, maximum safety in all phases of their work.
- Familiar with the Company's HSE Manage System. Train the crew on HSE aspects on rig management
- To advise rig management, supervision and workforce of the safety requirements of the operation in terms of statutory, Company and client requirements in liaison with the HSE department.
- 15 years oilfield experience, 5 years in similar position. Recognized international safety certificate (NEBOSH, OSHA, etc.), H2S, Fire Fighting, First Aid. Bachelor's degree / diploma or equivalent education.

3. Interface Manager *2

- Responsible for petroleum engineering service market research and information collection, ITB & CFT documents study, cost estimation & calculation, and tendering documents submission.
- Responsible for working with clients (TEPU etc.) to execute the national content commitment and develop the detail plans thereafter.
 - Responsible for national content data collection, analysis, and submitting the monthly and quarterly online report to clients.
 - Responsible for cooperating with the clients (TEPU etc.) to develop & execute the social management plan and labour management plan among others that required in the contract and feedback the results.
 - Responsible for communication & coordination with external connection affairs.
 - Responsible for collecting and filing CUSTOMER FEEDBACK with respect to contract execution and performance for self-improvement and promotion purpose..
 - More than 15 years of experience in international petroleum engineering market development, and 10 years experiences in petroleum engineering area. In addition, should have working background in national content, labour management and work permit application areas. Bachelor degree or above.

4. Procurement & Logistics Manager*2

- Responsible for the interface between international and local Ugandan procurement logistics for petroleum engineering equipment and materials.
- Promote the upgrading of international procurement supply channels of petroleum equipment and materials for local Ugandan suppliers.
- Develop the company's strategic procurement and logistics program
- Track the changes and development pattern of local procurement market and transportation market, and prepare monthly, quarterly and annual reports
- Identify local and global qualified suppliers to establish the company's supply chain system, Promote the localization process of procurement logistics.
- Establish the company's procurement and transportation price evaluation system
- Complete the collection of system certification data and ensure the completion of system certification targets
- Establish the evaluation system for suppliers that meet the company's requirements
- At least 13 years overseas similar working experience in Oil & Gas Industry, More than 15 years of experience in purchase of petroleum equipment and materials. Bachelor degree or equivalent.

5. HR & Admin Department Manager *2

- Responsible for developing skill guidance and support programs for local employees in key positions.
- Responsible for developing annual programs for local employees' skills training and medium and long-term plans for the localization process of the company.

- Responsible for developing personal growth plans for local employees.
- Responsible for handling work related to local government and departments.
- Responsible for developing the compensation structure for the company's employees, and safeguarding their social insurance and other welfare programs.
- Responsible for submitting monthly, quarterly and annual English and Chinese work summaries to headquarters in a timely manner.
- Responsible for the daily work contact and communication between ZPEB UGANDA and headquarters in China.
- Responsible for the work schedule of the company's CEO and management team.
- Responsible for the company's foreign affairs reception
- Being responsible for the work and leave arrangements of the company's personnel.
- Responsible for the visa and work permit of the company personnel
- Responsible for other tasks arranged by the company management
- More than 15 years working experience in multinational oil company, 12+ years of experience in human resource management and Administration, More than 8 years working experience in large multinational companies. Bachelor degree or equivalent.

6. Drilling HSE Manager *2

- Collect, identify, and implement local HSE laws, regulations, standards and other international petroleum engineering industry requirements, follow and implement HSE management system of ZPEB International.
- Develop and revise petroleum engineering drilling project HSE program, coordinate and supervise the implementation of HSE program in all departments and Drilling Rig crews.
- Organize the petroleum engineering HSE audit and management review, and be responsible for supervision and inspection of corrective and preventive measures, and verification of the effect.
- Be responsible for organizing safety inspection on the drilling rig, identify the potential hazards and unsafe factors, supervise and urge the implementation of the correction actions.
- Be responsible for organizing or participating in the investigation and handling of accidents of fire, explosion, injuries and oil spill, etc.
- Be responsible for organizing petroleum engineering HSE training for the project.
- Coordinate with local authorities, and negotiate with client's HSE representative on behalf of the project.
- Be responsible for collection, collation and statistical work of HSE data and materials.
- 20 years oilfield experience, 10 years overseas petroleum engineering market work experience; 5 years in similar position. Bachelor's degree or equivalent education.

7. Human Resource Officer *1

- Support all internal and external HR-related inquiries or requests.
- Maintain digital and electronic records of employees.
- Assist with the recruitment process by identifying candidates, performing reference checks, and issuing employment contracts.

- Assist with performance management procedures.
- Schedule meetings, interviews, HR events and maintain agendas.
- Coordinate training sessions and seminars.
- Perform orientations and update records of new staff.
- Produce and submit reports on general HR activity.
- Complete termination paperwork and exit interviews.
- Implement employee compensation and welfare system.
- Recruitment, labor contract signing and termination of employee.
- Employee transfer, post change review and implementation.
- Complete the other works arranged by the management.
- Bachelor's degree.

8. Accountant Assistant *1

- Update financial spreadsheets with daily transactions.
- Prepare balance sheets.
- Track and reconcile bank statements.
- Create cost analysis reports (fixed and variable costs).
- Process tax payments.
- Support monthly payroll and keep organized records.
- Record accounts payable and accounts receivable.
- Process invoices and follow up with clients, suppliers and partners as needed.
- Provide administrative support during budget preparation.
- Participate in quarterly and annual audits.
- Complete the other work assigned by management.
- Bachelor's degree.

9. Interface Assistant *1

- Well understand the requirement for G-2 work permit application procedures.
- Well acknowledge company organization and each position's job responsibility, and will explain to the authority with respect to their queries.
- Assist to edit the documents for Job Description as per specific position need and prepare personnel application.
- Responsible for checking the integrity and veracity of the documents collected for expatriates and feedback his suggestions for adjustment.
- Responsible for soliciting the professional institute to translate the expatriates applicant documents as case maybe.
- Responsible for following up the approval progress in authority.
- Bachelor's degree.

How to apply:

1. Please send all your applications with detail documents to recruitinguganda@gmail.com and indicate the specific position that you are applying for.
2. Kindly be noted that only Shortlisted candidates may have chance to be contracted.

The deadline of this application is TWO weeks from the date of publication.