

Job Description

Position Title: Associate Project Manager
Location: Zambia
Division & Department: Oil and Gas Division, Program Operations Management
Position Reports to: Vice President, Program Operations Management

JOB SUMMARY:

The Associate Project Operations Manager, will be responsible for supporting the day-to-day operations of the fuel marking program opportunity in Zambia.

The person will interface on a daily basis with our Project Manager and/or Client as required and will be responsible for maintaining client satisfaction by ensuring that contractual obligations are met. The position will require substantial travel within Zambia and occasionally internationally for training purposes.

SUMMARY OF ESSENTIAL JOB FUNCTIONS

The essential functions listed below are representative of the functions that must be performed in order to satisfactorily fulfill the purpose of this job. Additional functions and duties may be assumed or assigned from time to time.

- Manage day to day relationships with the Project manager, the client and local partners by building and maintaining a good working relationship through regular communication with key stakeholders.
- Travel inside Zambia, the region and the occasional international travel to meet the objectives of the business.
- Deliver company maintenance programs to ensure reliability and availability objectives are met
- Train local partner and client personnel as required
- Manage inventory levels of spares for instrumentation and equipment.
- Order spares as is required to ensure minimum levels of spares are held in country
- Ensure regular audits are conducted in order to collect and report key data to write reports for internal and external use.
- Organize, manage and control the Authentix Standard Operating Procedures (SOP's) required for implementation and ongoing operations.
- Monitor and analyze the marking and testing results on a daily basis
- Interface with the Project Management Office and other internal departments as required to facilitate effective communications.
- Proactively monitor the performance of the deployed solution, report to stakeholders and take corrective action if necessary.
- Communicate project progress, timelines, status, schedules, risks, issues, and resolutions to stakeholders.
- Ensure compliance with corporate principles, values and policies

Job Description

- Comply with health and safety policies and quality system

KNOWLEDGE, SKILLS AND ABILITIES [education, certification, experience, general skills]

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required to satisfactorily perform the essential functions of this job.

- Graduate degree, preferable in Chemistry, related science, or business
- Ability to exercise complex analytical skills and to make decisions based on established company guidelines
- Effective leadership and management
- Organization, drafting, implementation and enforcement of Standard Operating Procedures (SOP's)
- Project management and service delivery expertise
- Ability to manage Customer and partner relationships
- Effective organizational skills and ability to prioritize workload effectively
- Knowledge of procedures, standards and application of validation and Knowledge and applications of safety procedures (e.g. COSHH)
- Proficiency in the use of all Microsoft programs with a specific requirement of intermediate to advanced skills in the use of Excel, PowerPoint, and Word
- Effective communicator

SPECIAL REQUIREMENTS [Travel %, language, etc.]

- Advanced language skills in English (written and verbal).
- Experience working directly in fuels distribution including operations, logistics or auditing.
- Experience with other downstream Oil & Gas activities including terminal administration or additive operations

APPLICATIONS

If you would like to apply for this position, please send your resume to humanresources@authentix.com