

Developing Energy Resources

Discovering New Talents

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JOB ADVERT OCTOBER 2023

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Operations Interface Coordinator

Main Duties and Responsibilities

- SIMOPS: prepare SIMOPS matrix and principles; anticipate SIMOPS impact on factory drilling.
- Well sequence: anticipate in town well pads drilling sequence and prepare moving subsequently.
- Work with Rig Contractor to optimize drilling operation, rig up/rig down BOP, Walking the rig between cellar.
- Coordinate synergies (spare parts, personnel allocation) between the three identical rigs.
- Focal point with infield logistics and waste management contractor with regards to activity around the well pads in view of optimizing such activity.
- Follow up with rig specialist the rigs construction, intake and mobilization.
- Verify rig design, manufacturing and operating

compliance with Company rules, regulations and HSE requirements and regulations applicable in country of operations.

- Investigate positively for equipment brake down, failure, NPT and assist to minimize the repair and/or the NPT.

Qualifications and Experience

- BSc (or equivalent professional experience).
- Minimum of 15 years of international experience in drilling or development operations either from contractor or from company side. 3 years minimum exposure to onshore development context.
- Leadership and good interpersonal skills. Pragmatic approach and solution driven.
- Good knowledge of operations interfaces in development drilling.

Well Supervisor

Main Duties and Responsibilities:

- The Job holder is responsible for all well operations at the well site. Understands objectives of the well services operation and takes actions required to accomplish the objective. Responsible for all well operations and reporting and protects the health and safety of employees, contractors, and the public from harm resulting from operations. Protects the environment from damage resulting from operations.
- Coordinate work of product services lines and subcontractors including rig contractor to execute engineered well design.
- Supervise daily field operations at the well site. Acts as a direct supervisor for junior level well site supervisors.
- Reports to Well superintendent on regular basis on the

progress of operations and agree on any corrective action if necessary.

- Acts as matrix manager for HSE and logistics personnel on location.
- Responsible for move-in and rig up, rig down and move-out of equipment.
- Directs well operations processes.
- Manages field operations to accomplish specified well services objectives within agreed-on time and cost objectives.

Qualifications and Experience:

- BSc diploma (or equivalent professional experience).
- Minimum of 10 years of experience in Well Operations.
- Experienced with rig-less operations.

ROTC (Real Time Operating Center) Coordinator

Main Duties and Responsibilities:

Data aggregation and transfer

- Work with the ROTC service provider and IT department to set up data aggregation from the different Service companies at the 3 Rig Sites, data transfer protocols and the ROTC installation at Kampala office.
- Ensure data transfer quality control at all time during operations and support the ROTC service provider to troubleshoot any issue.

Well planning

- Provide Drilling engineers before upcoming operations with offset wells review dossier that includes analysis

and visualization of major drilling / formation hazards, Lessons learned, drill bit/BHA performances.

- Prepare well monitoring strategy with D&W engineers: Organize a kick-off meeting, define the drilling parameters envelopes, alert levels, Issue communication protocols, vigilance points and make sure relevant KPIs are agreed and implemented.

During operations

- Ensure process is known & applied with rig sites, define documents to be shared with rig site and communicate same with regular follow-up.
- Ensure operations follow-up and communicate any

deviation as per communication protocol. Prepare all supporting data displays for decision making during briefings between Town and the Rig Site.

- Ensure that all incidents captured through the ROTC are investigated, corrective actions are completed, and lessons learned are shared.

- Closely monitor KPIs to evaluate the effectiveness of the recent operational activities. Highlight any deviation from KPI targets to drive continuous improvement.

- Ensure daily reporting is shared on time and with the agreed templates.

- Highly contribute to métier digital transformation, work with the HQ DrillX to install & develop products such as predictive models and propose continuous improvement of the ROTC.

Post Well operations

- Organize the preparation of end-of-phase report with the relevant recommendations for improvement.

Business Continuity Plan

- Due to high frequency of well delivery and short well duration, the ROTC Coordinator shall be able to stand for drilling engineers for trajectories processing (Anti-collision monitoring, drain landing, Geosteering).

Qualifications and Experience:

- MSc (or equivalent professional experience) and academic training in drilling & wells. Good operational knowledge of the Oil & Gas industry.
- Minimum 5 years of experience in in Drilling and Wells operations or engineering. With Minimum 2 years as a drilling engineer is preferred.
- Good knowledge of Company policy and procedures (drilling, testing, safety/environment).
- Use of drilling design software (T-desk/ADEPT, Third party software is a plus (trajectory, Anti-collision))
- Driven, good team spirit and communication skills (written and verbal).

IA HSE Supervisor

Main Duties and Responsibilities:

- Support the HSE Superintendent on site ensuring that the Construction Contractor is fully conversant with all Company project HSE related standards and procedures.
- Undertake regular site visits to assess the work quality and delivery of the Construction Contractor and intervene as appropriate to ensure that activities progress in line with the project schedule and with due respect to HSE requirements.
- Demonstrate commitment to HSE excellence through personal conduct.
- Liaise with contractors' HSE personnel and project team.
- Review and comment on contractor documentation, method statements and risk assessments.
- Ensure principal contractor carries out audits and monitor reports.
- Organize audits of installations and operations, check on their conformity to reference documents.
- Ensure principal contractor maintains up to date register of site activities including number of personnel on site.
- Ensure HSE team Carry out spot-checks on plant, equipment and competency records.
- Ensure that personnel meet individual and collective HSE/HSE Trainings and competence requirements.

- Ensure principal contractor promotes a culture of HSE/risk management throughout construction and commissioning works.
- Ensure principal contractor implements HSE strategy and processes that represent best Industry practices and are compliant with Legislation, Company standards and contract requirements.
- Provide reliable assurance on the effectiveness of the processes for HSE risk management the principal contractor has in place.
- Supervise incident, accident and anomaly investigations and analyses.
- Ensure all Incidents are reported and investigated at a level commensurate with Company guidance.
- Ensure the follow-up and execution of actions determined after incident, accident, audit.
- Ensure follow-up of HSE performances and necessary benchmarking.
- Ensure planning of HSE performance improvement and associated monitoring.
- Compile necessary reports which shall include all contractors HSE information and analysis of HSE performance indicators.
- Ensure coordination, reporting and transmission of feedback to HSE Superintendent and Construction Manager.
- Ensure that appropriate waste management in being

implemented by Company, Project Contractors and subcontractors.

- Ensure the protection of the environment and the monitoring of Project environmental performances.

Qualifications and Experience:

- HNC or equivalent education preferably recognized Safety Course (NEBOSH or equivalent).
- Minimum of 12 years of experience in Oil and Gas and Petrochem industry specifically infrastructure/construction projects, with thorough knowledge on various safety regulations, standards, procedures. Candidate must have previous experience in HSE Supervisory role.
- Knowledge of Company group standards and/or previous experience with other major IOC's (International Oil Company's) in large oil and gas construction projects. Good presentation skills. Good verbal and written communication skills. Experience in the implementation of behavioral safety systems and

analyzing the data produced. Understanding of oil and gas production equipment, processes and utility systems.

- Experienced in performing HSE audits, inspections and reviews within Project and Contractors. Experienced in investigation, review and analysis of work-related accident/incident including root cause and lessons learned and ensuring implementation and close-out of preventive and corrective actions.
- Experienced in providing safety training and awareness courses to company staff and Contractors.
- Good interpersonal and organizational skills and a good level of computer literacy and be proficient in Microsoft Office.
- Must be able to work on their own initiative and proactively interact with discipline teams to obtain information.
- Must be able to react quickly and decisively to constantly changing demands and circumstances and be able to identify, analyze & solve problems within the scope of the role.

Cost Controller

Main Duties and Responsibilities

- The job holder plans, directs, and controls the activities under his/her perimeter.
- Carry out release process of Purchase Requisitions / Purchase Orders after making Budget Availability Control and checking correctness of amounts, cost allocations, cost objects as an integral part of the P2P process.
- In charge of controlling the relevancy of the cost allocation of the invoices through IMP.
- Prepare SALSA accruals, manual accruals, Cost objects review as part of the monthly accounting closure activities.
- Ensure budget/performance monitoring and reporting. Prepare monthly cost control reports for budget holding entities and management with credible comments (variance analysis).
- Organize regular cost review meetings with Budget Holders to identify opportunities to improve budgetary control. Ensure that potential budget overruns are anticipated, and corrective measures put in place to ensure the recoverability of all costs.
- Support respective entities followed-up on all financial and cost control issues.
- In charge of HQ Request for Services (RFS) creation and monitoring in his/her perimeter.
- Lead discussions with Managers on Cost structure to reach best compromise between cost monitoring needs

and accounting and system constraints.

- Attend to queries from internal/external auditors, JV Partners, vendors such as the provision of justifications for expenditure during the various audits carried out by JV partners and/or Ugandan authorities.
- Involvement in budget and closure forecast preparation in conjunction with Budget holders of the Company as Operator of EA-1 and LA-2.
- Preparation of operating procedures for cost control in his/her perimeter.
- Review monthly activity reports to allow effective cost allocations.
- Carry out induction of new Cost Controllers to ensure effective knowledge transfer.

Qualifications and Experience

- Bachelor's degree in Finance. Professional qualification ACCA/CPA is an added advantage.
- Minimum of seven (7) years Finance /Accounting, Business.
- Good knowledge of FI/CO/MM/JVA domains of SAP accounting software.
- Very good knowledge of Microsoft Excel, Power Point and Word.
- Excellent interpersonal, analytical and computational skills.
- Good knowledge of the Oil & Gas business.

Tax Manager

Main Duties and Responsibilities

Compliance

- Prepare and file monthly VAT and WHT returns, ensure timely settlement of tax obligation and maintain documentation plus reconciling to SAP General Ledger.
- Prepare annual income tax and petroleum revenue returns.
- Work with HR on PAYE, Societal on Local Government Taxes, HSE on OSHA and Logistics on Customs issues to improve company compliance when it necessitates.
- Review Company procedures for tax implications where applicable.
- Providing guidance and advice to C&P Methods, Finance metier, Contract Engineers and Buyers on tax optimization in contracts, both general and specific. Contracts should generally have standard tax clauses.
- Design and disseminate tax information and guides to company personnel including but not limited to Finance, C&P, HR and miscellaneous budget holders.
- Perform tax Activity and Entity Level Controls.
- Develop and support in liaison with URA and partners future income tax and petroleum revenue compliance regime.

- Propose and communicate required amendments to the tax laws.
- Participate and liaise with Joint Venture tax workgroup on issues affecting the industry.
- Work with DF/FISC at group HQ to provide support needed for strategic tax planning for the affiliate.
- Analyze tax changes that affect the business and their impact. This involves researching, analyzing and interpreting changing tax legislation.

- Coordinate tax and cost recovery audits by the Uganda Revenue Authority (URA) and Office of the Auditor General (OAG) respectively, interface between auditors and company personnel with a view to resolving audit findings.
- Follow up on litigation matters arising out of disputes from audit findings. Liaise with Legal department on the litigation matters.

Tax and Cost Recovery Audits

- Coordinate tax and cost recovery audits by the Uganda Revenue Authority (URA) and Office of the Auditor General (OAG) respectively, interface between auditors and company personnel with a view to resolving audit findings.
- Follow up on litigation matters arising out of disputes from audit findings. Liaise with Legal department on the litigation matters.

Qualifications and Experience

- Bachelor's degree in any of the business disciplines. Accounting professional qualification. Master's is an added advantage.
- Minimum 12 years' experience in tax consulting and/or tax administration and/or tax compliance role in a multinational. Managerial experience a must.
- A sense of service/orientation to customers/clients. Good communication, planning, interpersonal and analytical skills, and ability to work in a team. Ability to explain complex issues. SW tools.

All applications should be sent through the TotalEnergies EP Uganda careers website at <https://careers.totalenergies.com>. ONLY APPLICATIONS RECEIVED ON THE STATED WEBSITE WILL BE CONSIDERED.

Deadline is 20th October 2023
Short listing begins immediately, and only short-listed candidates will be contacted.

"Candidates applying for the advertised positions will be selected on merit. Any form of canvassing is strictly prohibited."

"Female candidates & persons with disabilities are highly encouraged to apply"

To know more about TotalEnergies EP Uganda, please visit our website <https://corporate.totalenergies.ug>.