ADVERTISEMENT for Engineer's Assistant – EKIUM Tanzania LTD
REFERENCE: 1094-ADVT-SNEF-TZ-TEL- Recruitment for Engineers' Assistant

Ekium Tanzania Ltd as the main EITS contractor (Electrical Instrumentation and Telecommunications Systems) for the EACOP project, invites application for Engineer's Assistant

Main Duties and Responsibilities:

- Manage engineering documentation - issuing & receiving transmittals, filling & updating Master document register
- Manage documentation progress with the client and partners and produce weekly reports.
- Update technical and non-technical documents (basic information)
- Manage and update quality & logistic documentation when required
- Responsible for providing administrative & secretarial function required by the team
- Ensure that all inspectors have relevant work permit before commencing work in the field and manage the obtention process
- Arranging overseas assignment (passport, flight reservations, accommodation)
- Responsible for ensuring that all new employees undergo safety induction course
- Responsible to manage the mobilization timesheets and ensure that timesheets are accurate, submitted and approved.

Qualifications & Experience

- Tanzanian Citizen holding a engineering diploma or degree holders
- At least 2 years' relevant experience in project management assistance
- Good knowledge in Visa/Work permit process for foreign workers
- Good interpersonal and communications skills & Competency in written/oral communication.
- Proficient in MS Office applications

All applications should be sent by email to eacop.supplier@ekium.eu with the job reference number as the subject on or before **19th February 2025, 5pm East African Time (EAT)**

Note: Only successful candidates will be contacted for interviews. Should you not be contacted for more than two weeks after the deadline, consider your application unsuccessful. **CTR reserves the right not to consider applicants who do not meet all the minimum requirements.**