



CNOOC Uganda Limited

CNOOC Uganda Limited is a subsidiary of China National Offshore Oil Corporation (CNOOC). CNOOC Uganda Limited is delighted to offer employment opportunities to the local talent. Grow your career with CNOOC Uganda Limited and join our experienced team of professionals. Are you focused, committed, passionate and ready to take on new challenges? Then this could be your opportunity to make a valid contribution to the development of the oil and gas sector in Uganda.



EMPLOYMENT OPPORTUNITIES

1. Security Engineer		4. Administration Coordinator-Hoima	
Location: Kampala, Albert Lake production installation base or other cities in Uganda if required.		Location: Hoima, Albert Lake production installation base or other cities in Uganda if required.	
Primary function: <ul style="list-style-type: none">To work alongside the Security Manager and Security Supervisors to ensure efficient, effective and comprehensive security management system to secure Company staff, assets, installations and operations.		Primary function: <ul style="list-style-type: none">To ensure smooth office coordination and day-to-day management by providing clerical and record administrative support across the board from asset and consumable management, fleet and facility management keeping.	
Responsibilities: <ul style="list-style-type: none">Participate in developing security plans and follow-up with implementation.Manage the day-to-day security of staff, company premises and assets.Supervise the daily deployment of contracted guards.Oversee the CCTV operations and ensure that the system is fully functional.Ensure that the security gadgets are serviced and maintained as stipulated in the manual.Prepare weekly and monthly reports as well as any flash reports where there is need.Assist in the development and or updating of Company security policies.Participate in the security budget preparation.Manage the asset movement authorization procedures.Assist in the formulation of TORs for the security contractors.Conduct spot-checks on the contracted guard force to ensure that there is alertness and vigilance.Security information collection, assessment, analysis, timely reporting of early warning and implementation of preventive response measures;Participate in security audits of security procedures and systems.Conduct security drills for the company's contracted security personnel.Maintain a network and database of key security players/stakeholdersActively participate in designing, implementation and review of security management processes, flows and policies.Assist in the design of security equipment specificationsEnsure timely reporting, investigation, analysis and processing of the security incidentsResponsible for the organization and coordination of security emergenciesParticipate in Security training workCommunicate and coordinate with the government/police/militaryPerform other duties as assigned by Line Manager.		Responsibilities <ul style="list-style-type: none">Maintain and manage company fleet records, logs and reports for the fleet under Hoima office.Responsible for fixed asset management of the Hoima office.Supervise and manage the main local service providers under Hoima in relation to admin works.Responsible for meeting room booking and log for the Hoima officeArrange for the routine emergency transport of personnel in timely manner by assigning and dispatching drivers and vehicles upon verification of required documentation.Prepare, update and monitor related budgets.Witness and approve fueling of cars in Hoima town.Be the focal point for all Hoima suppliers for invoice receiving.Manage the company letter distribution with Hoima and Kingfisher area.Manage meals for the staff working in Hoima.Update related company standards as required.Perform regular and spot check for safety compliance according to QHSE rules and regulations.Supervise and maintain records of stationery distribution and stock at the Hoima office.Perform other duties as required by superior.	
Requirements: <ul style="list-style-type: none">Bachelor's Degree in Informatics, Computer Science, Information Technology, Computer engineering or the related.At least 3-year related working experience in similar roles in a reputable organization preferably in an International Company and Oil & Gas industry.		Requirements: <ul style="list-style-type: none">Bachelor's Degree in Business Management or the related.At least 3 years related working experience.	
Knowledge: <ul style="list-style-type: none">Strong understanding of network infrastructure, network hardware and communication systems.Ability to implement, administer, and troubleshoot network infrastructure devices, including wireless access points, firewall, routers, switches.Knowledge of application transport and network infrastructure protocols.Ability to quickly learn new or unfamiliar technology and products using documentation and internet resources.Knowledge and experience in voice, video and unified collaboration toolsNetwork security experience, related certification is desirableLAN and WAN experience.CCNA, CCNP, CCNA-Collaboration or equivalent experienceITIL Foundation certification or equivalent experience.		Knowledge: <ul style="list-style-type: none">Knowledge of the local community of Lake Albert required.Knowledge of local languages capability of the operation region is preferredComputer literacy using various software and databases.Knowledge of fleet management desirable.Understanding of oil E&P.	
3. IT Support Engineer		5. Commercial Coordinator	
Location: Kampala, Albert Lake production installation base or other cities in Uganda if required.		Location: Kampala, Albert Lake production installation base or other cities in Uganda if required.	
Primary function: <ul style="list-style-type: none">Provide End User Hardware, Software and Applications/Service support to CNOOC Uganda staff both in Kampala and in Oilfields ensuring optimal performance of end user computing devices, end user facing services and applications throughout CNOOC Uganda.		Primary function: <ul style="list-style-type: none">Responsible for coordinating commercial activities to assist progression of negotiations and implementation of commercial agreements.	
Responsibilities <ul style="list-style-type: none">Install and configure software and computer systems and other peripheral hardware including printers, projectors, scanners etc.Ensure security of IT end user computing devices hence the company's ICT Infrastructure through maintenance/monitoring of anti-virus software, patching end user applications/operating systems and network monitoring.Monitor and maintain computer systems and networks.Troubleshoot hardware, software and network problems, diagnosing and solving identified faults, undertaking and or coordinating repairs and replacement of equipment as may be necessaryParticipate in the procurement of IT related equipment and services.Provide audio/visual supportLiaise with external IT support suppliers and providers to resolve technical issues as requiredContinuously researching and testing new technology as the IT world is so dynamicSupport IT assets and life cycle management ensuring all staff have functional working tools and make recommendations where necessary.Respond in a timely manner to service issues and requests ensuring assigned tickets are closed in time.Perform other duties as assigned by supervisor.		Responsibilities: <ul style="list-style-type: none">Coordinate and attend meetings with government, JV partners and internal stakeholders, take minutes, review all meeting resolutions and record action items.Coordinate with internal and external stakeholders to support successful implementation of excess gas utilization (GTP and LPG) project.Assist in the preparation for negotiation of commercial agreements (JAA, LA OCLA, LA CDCAA and COSA) restructuring of cost sharing agreements.Collect and interpret datasets from a variety of market sources to provide insight regarding potential business opportunities.Coordinate with internal stakeholders and authorities to ensure necessary permits are up-to-date. Initiate and follow up renewal of permits.Assist in the preparation of internal memos and reports, and drafting of letters to government and JV partners.Coordinate the internal and external commercial & technical resource required for their overall assessments/recommendations.Assist in preparation of Commercial Presentations to both internal and external stakeholdersAssist in supervision of Company Gas Sales and Crude Oil sales, to ensure contractual obligations, nominations and deadlines are met.Maintain commercial risks and opportunities register to provide the company with an awareness of them and drive actionAssist Commercial Supervisor to develop commercial reports and presentationsAssist with coordination of hydrocarbon allocations and lifting program for refinery and EACOP.Support the commercial team with market intelligence, and keep abreast of changes in petroleum and taxation legislations, hydrocarbon prices, as well as key global trends in the oil and gas sector.Assist with coordination of joint venture cash call requests and contract variation claims where necessary.Build internal and external working relations to foster transparency, knowledge and information sharing.Assist with the preparation of unit work program and budget for approval by JVPs and regulator.Perform any other duties as may be assigned from time to time.	
Requirements: <ul style="list-style-type: none">Bachelor's Degree in Informatics, Computer Science, Information Technology, Computer engineering or the related.At least 3 years' experience in a busy ITIL compliant environment providing IT support to staff at a reputable organization including but not limited to field staff.		Requirements: <ul style="list-style-type: none">Bachelor's degree or above in Petroleum Geosciences, Economics,	
Knowledge: <ul style="list-style-type: none">Working knowledge and expertise with a variety of end user software, hardware, and applicationsProficiency use of MS Office SuiteGood understanding computer networking topologiesWorking knowledge of unified communications – voice and video conferencing systems and related collaboration tools.Good knowledge of Windows Desktop Operating Systems and other Windows Applications.Good understanding of IT service management practices and tools based on ITILGood troubleshooting skillsITIL Foundation, CCNA, or equivalent experience is desirable		Knowledge: <ul style="list-style-type: none">Knowledge of the local community of Lake Albert required.Knowledge of local languages capability of the operation region is preferred.Knowledge of government social-economic development plansResearch analysisCompetent in company systems and related legislationSkills in community research and consultation activitiesReport compilation.	
2. Network Engineer		6. Corporate Social Responsibility (CSR) Coordinator- Hoima	
Location: Kampala, Albert Lake production installation base or other cities in Uganda if required.		Location: Hoima, Albert Lake production installation base or other cities in Uganda if required.	
Primary function: <ul style="list-style-type: none">Designing, building and day to day operation of the company's network and communications infrastructure both at head office and the oil fields ensuring the network and network resources and services are available at all times as well as performing optimally.		Primary function: <ul style="list-style-type: none">Coordinate CSR activities in support of the implementation of the Company operations.	
Responsibilities <ul style="list-style-type: none">Maintaining and administering computer networks including the data center core network and related computing environments including systems software, applications software, hardware, and configurations.Participate in network and communication system planning, designing, construction, optimization and integration along with various user departments as well as contractors undertaking various field activities in the oil field.Protect data, software, and hardware by coordinating, planning, and implementing network security measures.Monitor network performance to proactively detect bottlenecks or faults and determine if adjustments need to be made and take necessary optimization actions.Troubleshoot, diagnose, and resolve hardware, software, and other network and system problems and replacing faulty network hardware components where necessary.Evaluation and improvement of network security for the Data Center, Endpoints and Network devices.		Knowledge: <ul style="list-style-type: none">Genuine interest in company legal, engineering, development and commercial processes is advantageous;Familiarity with upstream oil and gas sector is advantageous;Familiarity with upstream commercial agreements and risk management;Knowledge and experience of crude oil and gas and power sales is advantageous;	
		Requirements: <ul style="list-style-type: none">Bachelor's Degree in Social sciences, business, politics, economics or the related.At least 3 years of previous related experience.NGO background is highly preferredBackground in extractive industries is added advantageWork experience with rural communities at Albert Lake area is highly preferredExperience in stakeholder engagement and managementPrevious experience in community affairs managementExperience in the delivery of Community and Social Performance trainingExperience in designing and managing social improvement policies	
		How to Apply <p>To apply, please visit Q-sourcing Servtec Website at https://qsourcing.com/jobs-in-uganda and apply for any of the jobs. Please upload only your CV and Application Letter merged into one PDF. Deadline for receiving applications is Friday 29th July 2022 at 5:00 PM.</p>	
		Ensure to select the link with the right title of the position you are applying for. Please note that your CV should include your contact information, list your qualifications, nationality, 3 related references and only the first application submitted will be considered.	