EAST AFRICAN CRUDE OIL PIPELINE

LOGISTICS GRADUATE TRAINEE OPPORTUNITY

WHO WE ARE:

The East African Crude Oil Pipeline (EACOP) project is a Midstream development located across Uganda and Tanzania that includes a nearshore Marine Storage and Export Terminal (MST). Once completed, the EACOP Company will operate the East African Crude Oil Pipeline, a 1,443 km long, electrically heated crude oil export pipeline that transports oil from Kabaale - Hoima in Uganda, to the Chongoleani Peninsula near Tanga Port in Tanzania for crude export to the international markets.

POSITION: GRADUATE TRAINEE

Number of Positions: 4 **Department:** Logistics **Location:** 3 Positions – Head Office; 1 Position – Dodoma

Duration: 3 months (with the possibility of extension based on performance and business needs)

JOB PURPOSE

To provide operational, technical, and administrative support in the ITX application and customs clearance processes, with a specific focus on facilitating the timely processing of C12 clearances and clearing a backlog of over 850 Bills of Lading (BLs).

The role will support compliance, data accuracy, and timely coordination with relevant stakeholders, including the Ministry of Energy (MOE) and Tanzania Revenue Authority (TRA), to mitigate the risk of losing applicable tax exemptions.

KEY RESPONSIBILITIES

ITX Application Support

- Assist with system inputs, data entry, and validation within the ITX application.
- Follow up on pending approvals and application processing at MOE and TRA.
- Support technical and administrative workflows to ensure timely processing.
- Document Control, follow up and record keeping.
- Identify and escalate system-related issues affecting clearance activities.
- Process, review, and ensure accurate completion of more than 850 Bills of Lading (BLs) following C12 clearance.
- Follow up on outstanding documentation and clearance requirements.
- Monitor processing progress and ensure timely closure of pending entries.
- Maintain accuracy and completeness of all processed records.
- Maintain accurate records and data integrity across clearance activities.
- Track clearance status, pending approvals, and outstanding documentation.
- Prepare daily operational progress reports.
- Coordinate with internal teams and relevant external stakeholders to resolve processing bottlenecks.

QUALIFICATIONS AND REQUIREMENTS

- Bachelor's degree in Logistics, Procurement, information technology, Computer Science, Business Administration, Accounting, or a related field.
- Fresh graduates or candidates with limited relevant work experience are encouraged to apply.
- Good computer skills, particularly Microsoft Excel and other MS Office applications.
- Strong attention to detail and data accuracy.
- Good communication, coordination, and follow-up skills.
- Ability to work under pressure and meet tight deadlines.
- Willingness to learn and work collaboratively in a fast-paced operational environment.

HEALTH, SAFETY & ENVIRONMENTAL RESPONSIBILITIES

EACOP is committed to ensuring that the health, safety and welfare of workers, communities, and the environment are well addressed and managed. **Therefore, the Logistics Graduate Trainee is mandated to:**

- Fully comply with Company H3SE (Health, Safety, Social, Security & Environment) policies and Life Saving Rules.
- Actively participates in HSEQ and promotes this culture to Colleagues.
- Remain vigilant and maintain continuous awareness of potential unsafe conditions.
- Communicate to management any HSE related concerns and ways to improve them.
- Maintain a workplace & workspace that is safe, clean, and always neat – practice good housekeeping.

HOW TO APPLY

The qualifying applicant must submit his/her Curriculum Vitae CV and a Cover Letter explaining why he/she is the suitable candidate for the position. Please submit your application only through ANY of the contact information provided below.

Air Swift: recruitment.tanzania@airswift.com
Empower: talent@empower.co.tz
Qsourcing: recruitmenttanzania@qsourcing.com
Seaowl: sestz@seaowlgroup.com

Deadline for applications: 8th December 2026

NOTE: No payment is required at any stage of the recruitment process.

EAST AFRICAN CRUDE OIL PIPELINE

FINANCE GRADUATE TRAINEE OPPORTUNITY

WHO WE ARE:

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POSITION: GRADUATE TRAINEE

Number of Positions: 1 **Department:** Finance **Location:** Dar es Salaam **Duration:** 1 yea

SPECIFIC ASSIGNMENTS TO BE FULFILLED

Accounts Payable and Receivable:

- Aid in processing invoices and verifying accuracy of expenses.
- Contribute to the reconciliation of Supplier Statements and other financial transactions.

Financial Reporting:

- Assist in collecting information for preparation of financial reports, statements, and
- presentations.
- Ensure accuracy and completeness of financial information.
- Assist with monthly Bank reconciliations.

Fixed Assets

- Assist in the Verification and tagging of Fixed Assets.
- Contribute to the reconciliation of Fixed Assets register with the User department Asset listing/ Inventory.
- Assist in the updating of the fixed Assets register with Assets information from the Verification exercise.

Financial Compliance:

- Assist in ensuring compliance with financial regulations and company policies.
- Participate in internal and external audits by providing necessary documentation.
- Contribute to the development and maintenance of internal controls.

QUALIFICATIONS REQUIRED

Final-year student pursuing a degree in Finance, Accounting or a related field. OR

Recent graduate (less than two years since graduation) of a recognized university with a bachelor's degree in Finance, Accounting or a related field.

HEALTH, SAFETY & ENVIRONMENTAL RESPONSIBILITIES

EACOP is committed to ensuring that the health, safety and welfare of workers, communities, and the environment are well addressed and managed. **Therefore, the Finance Graduate Trainee is mandated to:**

- Fully comply with Company H3SE (Health, Safety, Social, Security & Environment) policies and Life Saving Rules.
- Actively participates in HSEQ and promotes this culture to Colleagues.
- Remain vigilant and maintain continuous awareness of potential unsafe conditions.
- Communicate to management any HSE related concerns and ways to improve them.
- Maintain a workplace & workspace that is safe, clean, and always neat – practice good housekeeping.

HOW TO APPLY

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Air Swift: recruitment.tanzania@airswift.com
Empower: talent@empower.co.tz
Qsourcing: recruitmenttanzania@qsourcing.com
Seaowl: sestz@seaowlgroup.com

Deadline for applications: 7th December 2026

NOTE: No payment is required at any stage of the recruitment process.