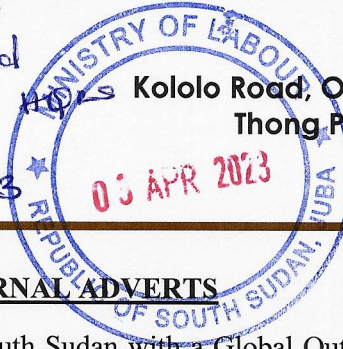


AMOCO CONSTRUCTION GROUP LIMITED



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5/4/23



"AMOCO COMPLEX",
Kololo Road, Off American Embassy,
Thong Ping Area, Block No.11
Juba, South Sudan

EXTERNAL ADVERTS

AMOCO Construction Group is based in South Sudan with a Global Outlook in regard to Business Strategy. Our Vision is to deliver quality and timely construction projects that meet International Standards as we contribute towards nation building by way of mega infrastructure projects that directly impact the people of South Sudan. We are currently inviting External Applicants to fill the following vacant positions within the Company.

1.0 MEASUREMENT, COST ESTIMATION AND PROGRESS MONITORING ENGINEER

The incumbent will oversee the overall process of estimating costs of project bids, formulate budgets and develop procedures and systems of cost estimation as well as assist construction and operations teams in meeting project deliverables through the flow of project information and issuance of timely progress reports.

Duties and Responsibilities

1. Project Estimation strategy & policy development and implementation.
2. Preparation of Project Bids and cost Estimates while overseeing the project estimation process.
3. Planning and coordinating company projects ensuring cost lines are met while closely working with the project management team to establish new and promising projects to the company.
4. Preparation of monthly payments applications in a timely manner
5. Preparation monitoring and updating of projects resourced cashflow

Job Requirements and Key competencies

1. A Post graduate degree in Civil/Building Engineering/ Architecture from a recognized University
2. Minimum of 5 years' experience in the estimation / commercials in the Construction Company
3. MUST be a registered Engineer with relevant country/regional body
4. Demonstratable knowledge in Project estimation and budgeting
5. Demonstratable cost planning and management experience
6. Proficient with computers, estimating and scheduling software programs
7. Management and Supervision Skills with ability to coordinate multinational teams
8. Understanding of local regulatory laws and rules governing construction
9. Excellent financial management skills
10. Excellent written and oral communication skills
11. Ability to analyze situations critically and make sound decisions for the project delivery.
12. Knowledge in MS Projects, Gantt Chart Development, PERT, PRIMAVERA programs or equivalents is added advantage.

2.0 FINANCE MANAGER

Amoco Construction is seeking to fill the position of a Finance Manager, reporting to the Chief Executive Officer. The Finance Manager will oversee all Financial Accounting Strategies and advise the Management on the Company's Financial activities. He/She will also ensure adherence to regulatory guidelines and adopt best practice in the Finance Department.

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Main Duties and Responsibilities

1. Establish, direct and manage Company's managerial, financial and operational systems, procedures and controls to enhance shareholder value.
2. Produce accurate financial statements and reports in line with International Financial Reporting Standards.
3. Advise the Senior Management on the performance of the Company and various other initiatives required to enhance efficiency and productivity of all resources as to optimize return on investment.
4. Drive profitability of the business in a sustainable manner as relating to the responsibilities of the position.
5. Manage all local accounting: Tax compliance, Financial Statements, Accounts Payable, Accounts Receivable, Payroll, and Reporting.
6. Coordinate with external audit firm to provide supporting in audit, accounting and Risk Management

Job Requirements & Competencies

1. Minimum of 7 years' experience in Accounts & Finance, 3 of which must be in Senior Management.
2. Bachelor's Degree in Finance/Accounting and above.
3. Certified Accounting Professional (CPA (K), ACCA, Chartered Accountant).
4. Proficiency in Financial Systems and soft-wares such as Sage, Tally, Oracle among others.
5. Experience in working in Construction Industry will be an advantage.
6. Analytical skills, problem-solving skills and ability to think Strategically.
7. Strong verbal and written communication skills.
8. Management and Supervisory Skills
9. Willingness and ability to work under pressure
10. High level of Integrity.



3.0 SAFETY, PLANTS & EQUIPMENT MANAGER

The Incumbent will oversee and ensure high safety standards for all members of staff of Amoco Construction. One will be responsible for formulating and implementing safety policies among staff, assessing the risk of various construction processes and liaising with relevant authorities and agencies to ensure the maintenance of the highest safety standards.

Main Duties and Responsibilities

1. Ensure compliance with all laws and regulations governing environmental health and safety
2. Liaise with regulatory agencies and government authorities to formulate corrective actions
3. Design and implement safety training for all levels of employees
4. Develop and implement construction accident investigation and recurrence prevention programs and procedures
5. Ensure all equipment in use is fit for use at the constructive site
6. Oversee maintenance of any faulty equipment

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Job Requirements & Competencies

1. 5 years' experience as a Safety Manager
2. Basic Degree in Engineering/Architectural/Environmental Science or related studies
3. Knowledge in disaster preparedness
4. Management and supervisory skills
5. Understanding of the local regulatory laws and rules governing constructions
6. Oral and written communication techniques
7. Good first aid skills and certifications

4.0 SURVEY MANAGER

The Manager will be responsible for planning and directing Engineering Surveys, Cadastral Survey, Aerial/Drone Survey, Digitization of all drawings, geo-referencing of all data and all related surveying activities and people involved. One will oversee the activities of the surveyors, prepares legal land descriptions, coordinates the surveyor's activities with those of the construction team whilst ensuring all legalities involved are compiled with.

Main Duties and Responsibilities

1. Plan and direct the surveyors and supporting parties involved in surveying land surfaces
2. Prepare reports and legal descriptions of the surveyed land
3. Manages the activities of the surveyors and coordinates their activities with those of the rest of the construction team

Job Requirements and Competencies

1. 5 Years' experience in a similar position
2. Graduate Degree in surveying/Architecture/Civil Engineering
3. Post graduation training at ...KSSM*** KASARNI SCHOOL???? Or equivalent
4. Prior working and hands on Knowledge in Land Surveying
5. Ability to work with minimum supervision and guide direct reports
6. Must be licensed by the state
7. Numeracy skills
8. Vast understanding of the Construction trends
9. Great Interpersonal skills
10. Oral and written communication techniques

5.0 CONSTRUCTION MANAGER

The Manager will be responsible for overseeing construction sites, general contractors, and workers to ensure a high level of quality and safety in order to achieve the set Company goals and objectives.

Main Duties & Responsibilities

1. Create and review Requests for Information and Requests for Proposal and Change Orders.
2. Ensure that the project is constructed and documented in accordance with the contract documents and good engineering practices.
3. Provide technical support to Project Managers.



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4. Supervise new property development
5. Scheduling and supervise renovation work
6. Coordinate design, cost estimation for new development proposals
7. Attend client program meetings as needed.



Job Requirements & Competencies

1. Bachelor's or Masters of Science in Civil Engineering, Construction Management, Architecture, or other related discipline required
2. 5+ years of project experience working in the construction industry required
3. EIT certification preferred
4. Experience with large Commercial facilities construction sites preferred
5. Proficient with MS Office Suite of tools, exposure to schedule software, preferably Primavera (P6) preferred.
6. Prior working and hands on experience in construction site supervision
7. Clear understanding of building sites safety measures
8. Ability to Manage diverse teams and drive results.
9. Excellent oral and written Communication Skills
10. Ability to work with minimal supervision.

6.0 CONCRETE MAKING, BLOCK MAKING & STONE CRUSHER MANAGER

The Manager will be responsible for overseeing the daily operations of the stone quarry and crusher, Pre-Mix production, Block Making and Pre-casting Yard to ensure profitability and efficiency.

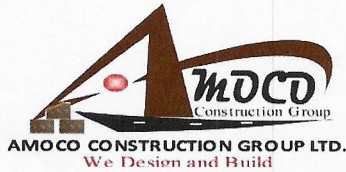
Duties and Responsibilities:

1. Plan and organize quarry operations, Premix Operations, Block making and stone crushing activities meet production goals and ensure optimal use of resources.
2. Managing a team of employees, including hiring, training, scheduling, and delegating tasks to ensure that work is completed in a timely and efficient manner.
3. Ensure that all quarry operations comply with local, state, and federal regulations for safety and environmental protection.
4. Oversee the maintenance and repair of all quarry equipment, including crushers, conveyors, and loaders.
5. Track and report on the quarry's performance, including production levels, quality, and safety records.

Job Requirements & Competencies

1. Bachelor's or Masters of Science in Civil Engineering, Mechanical Engineering, Construction Management, Architecture, or other related discipline required
2. 5+ years of experience working in a similar role
3. Must be an effective leader and communicator, with strong analytical and problem-solving skills.
4. Possess strong understanding of quarry operations and be able to manage a team to achieve production goals while maintaining safety and environmental standards.
5. Ability to Manage diverse teams and drive results.

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6. Excellent oral and written Communication Skills
7. Ability to work with minimal supervision.

7.0 PROCUREMENT OFFICER

The Officer will be responsible for day-to-day Procurement Management in order to create and deliver shareholder value. One will be expected to strategize and negotiate with suppliers and vendors to acquire the most cost-effective deals and reduce **procurement** expenses.

Main Duties and Responsibilities will include:

1. Manage fully compliant procurement systems and operating procedures and organize procurement function.
2. Ensure the highest level of transparency and integrity amongst the procurement department and prevent fraud along the procurement process.
3. Conduct periodic risk assessment along the procurement process, assess effectiveness and efficiency and lead improvements.
4. Ensure compliance with AMOCO procurement principles, standards, and policies and local statutory requirements.
5. Oversee the procurement of all office supplies and services, auditing and approval of all contracts and payment document ensuring acceptable documentation, standards, policies and procedures are adhered to.

Job Requirements

1. 5 years' Procurement experience in a large Company
2. Procurement/Business Studies degree or equivalent and professional qualifications
3. Membership of a recognized purchase & supply Institute
4. Proven track of financial management of the procurement process
5. Utmost professional integrity
6. Excellent Communication Skills
7. Computer Skills

8.0 CASHIER

The Cashier will be responsible for effectively handling company's and customers' cash transactions on a daily basis.

Main Duties and Responsibilities

1. Collecting payments from the customers/clients and issuing receipts.
2. Daily Cash reconciliation/balancing by close of business
3. Coordinate to ensure the cash collected is banked before close of day
4. Maintain detailed records of all transactions in accordance with the **company** policies.
5. Preparation of payment documents for petty cash including preparation of approval documents and ensuring proper supporting documents are availed immediately or immediately after payments.



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Job Requirements and Competencies

1. Minimum of Diploma in accountancy, Finance or business administration
2. Accounting professional qualification e.g. CPA 1, ACCA
3. Computer Literacy and knowledge of accounting packages
4. A minimum of one year work experience in a similar role
5. Accuracy and attention to detail
6. Aptitude for numbers and quantitative skills
7. Confidentiality on all company matters.



9.0 HUMAN RESOURCE & ADMINISTRATION MANAGER

The Human Resource & Administration (HR & Admin) Manager will lead, direct and manage the day-to-day Human Resources and Administrative operations of the Company and contribute to the achievement of the overall goals and objectives of the organization.

Main Duties & Responsibilities

1. Responsible for all HR management Functions and development (including recruitment, induction, compensation and selection policy/practices, discipline, grievances, mentoring, salary and conditions, contracts, career development, training, talent management, succession planning, rewards, driving performance appraisals and any other HR related issues).
2. Provide insight and recommendations on HR initiatives that can be leveraged to strengthen organization's results e.g. leadership/development programmes.
3. Work with other Senior Managers to uncover the talent/skills implications e.g. any significant gaps to meet long-term objectives and create a long-term workforce plan that prioritizes people related initiatives.
4. Monitor, measure and report on HR issues, opportunities and development plans and achievements within agreed formats and timescales

Job Requirements and competencies

1. Degree in HRM or Business Administration or related disciplines;
2. Minimum 5 years of experience as a HR/Admin Generalist with at least 3 years' experience in managerial level in a bus Manufacturing environment;
3. Sound understanding of Labour laws and other national legislations related to Labour;
4. Comprehensive understanding of all the HR functions with the ability to develop, implement and coordinate various initiatives in each of these functions.
5. People management skills and ability to build healthy Relationships internally and externally.
6. Conflict Resolution and Management Skills.
7. High Standard of Personal and professional Integrity

10.0 STORES OFFICER

The primary purpose of the position is to ensure storage, recording, sourcing, re-ordering, sales of spare parts, consumables and hiring of tools.

Main Duties & Responsibilities

1. Receiving requisitions from users and examining them to ensure all the required approvals have been obtained.

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2. Issuing and dispatching construction materials to users ensuring proper recording.
3. Keeping manual and electronic records of all materials issued.
4. Ensure that warehouse and stocks are kept in a clean and tidy manner for safe and congenial working conditions.

Qualifications & Competencies

1. Successful completion of a Diploma in Stores Management or equivalent
2. Completion of a recognized course in computers
3. At least 2 years' experience in a similar role; experience in Construction Industry will be an advantage.
4. Attention to detail
5. High degree of accuracy Team player
6. Customer friendly and service-oriented disposition
7. High degree of integrity
8. Can work under minimum supervision
9. Self-driven
10. Good communication skills



11. DRIVERS

To provide Logistics services to the Company and Staff for smooth operations.

Main Duties & Responsibilities

1. Provide logistics support to the Company
2. Check and inspect the vehicle every morning to ensure it is safe for road use.
3. Maintains the log book properly as required by the Company
4. Ensures safe driving of the vehicle within the traffic rules and regulations
5. Responsible for the wear and tear of the vehicle
6. Responsible for proper maintenance of the vehicle by safe driving and ensuring service is done on time in liaison with the Administration office.

Job Requirements & Competencies

1. Above 30 years of age
2. Senior Four and above
3. Driving Course with Valid driving license
4. Minimum 3 years' experience

12. RECEPTIONIST

Responsible for creating a good and lasting first impression of the Company to clients and visitors. The Receptionist attends to visitors and deals with all enquiries as well as supplying information regarding the Company.

Main Duties & Responsibilities

1. Receiving, directing and relaying telephone messages.

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2. Receive and direct the visitors to the appropriate office/person.
3. Handling all outgoing and incoming telephone calls.
4. Ensure the relevant company records are filed in the right places.
5. Ensure the Director's Offices are clean at all times and looking after their welfare as needed from time to time.
6. Receive and record mails as delivered to the organization.

Job Requirements & Competencies

1. Diploma in Business Management/Public Relations or equivalent
2. 3 years' experience in a busy reception
3. Teamwork ability
4. Good communication skills and interpersonal skills
5. Good organization, Coordination and Record keeping skills
6. Confidentiality
7. Attention to detail
8. Ability to handle pressure and work with minimal supervision

13. OFFICE ASSISTANTS

The Job Holders will be responsible Carrying out cleaning while ensuring quality, legality and safety is maintained by following all the laid down procedures, work instructions and policies/instruction given by the management

Main Duties and Responsibilities

1. Ensuring the allocated office space is clean all the time by sweeping and cleaning twice a day.
2. Emptying rubbish/waste bins in the office regularly
3. Ensuring all floors and surfaces are clean and ready for work at the scheduled times.
4. Wiping the tables, seats, cabinets and other surfaces three times a day to ensure no dust accumulates.
5. Serving refreshment water and cleaning the cups and thermo flasks in the allocated offices.
6. Carrying out any other cleaning required as directed by the Supervisor.

Job Requirements

1. Teamwork ability
2. Good communication skills
3. Good interpersonal skills
4. Keen to cleanliness
5. Previous experience in a similar role will be an added advantage.

14. EXECUTIVE ASSISTANT TO THE CEO

The Executive Assistant will provide Functional & Operational Support to the CEO which involves completing a broad variety of administrative tasks that facilitate the CEO's ability to discharge his duties including preparing correspondence, ensuring all resources required by executive team to



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perform effectively are adequately provided, manage phone calls, respond to emails and respond promptly to queries for effective and smooth operations.

Main Duties and Responsibilities

1. Diary Management: Managing the executive's calendar including making appointments and prioritizing on the most sensitive matters.
2. Serve as the primary point of contact for internal and external clients on all matters pertaining to the CEO including those of a highly confidential nature. Providing and determining appropriate course of action, referral or response, exercising independent judgement and initiative to reflect management's style and organisation style.
3. Meetings and Workshops: Coordinate all executive team meetings by scheduling meetings and workshops, drafting agendas, compiling and distributing presentation materials, recording minutes and making follow-ups on action points for implementation.
4. Reports and Database Management: Compiling daily and weekly reports. Update internal databases. Assisting with collating and distributing, other reports as and when required.

Job Requirements and Competencies

1. Bachelor's Degree in Business Management or equivalent and above
2. Over 7 years' proven experience as an Executive Administrative Assistant or Senior Executive Assistant
3. Project Management Skills
4. Full comprehension of office management systems and procedures
5. Excellent knowledge of MS Office

Are you interested and fit the above requirements? Kindly drop your application and CV at Amoco Offices reception or email to info@amococonstructiongroup.com by latest **Thursday, 20th April 2023**

Yours faithfully,

Eng. James M. Karanja,
CEO/Country Manager,
Amoco Construction Group

