



# Job Description

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<b>Job Title</b> Depot Manager	<b>Job Location</b> Dar es Salaam	<b>Category</b> -
<b>Job Type</b> Full Time	<b>Job level</b> Manager	<b>Industry</b> Oil & Gas
<b>Open to Expatriates</b> Only Open to Tanzanian Nationals		

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> Oil & Gas: 5 Years
<b>Secondary Industry</b> -	<b>Primary Category</b> -	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

To oversee and manage all depot operations, ensuring safe, efficient, and compliant handling of petroleum products while maintaining accountability for operational performance, stock integrity, safety, and regulatory compliance.

## Responsibilities

### Overall Depot Management

- Provide overall leadership and management of depot operations, safety, stock control, and support functions.
- Ensure all depot activities are conducted in compliance with company policies, HSSEQ standards, and regulatory requirements.

### Operational Oversight

- Oversee depot operational activities including product receipts, transfers, storage, and dispatch.
- Ensure operational plans are effectively executed by the Operations Coordinator.
- Monitor depot performance including throughput, efficiency, and operational reliability.

### Stock Accountability Oversight

- Ensure effective stock control systems are in place and functioning properly.
- Review stock reconciliation reports, gains/losses, and investigate significant variances.
- Ensure integrity of inventory records and measurement systems.

### Safety and HSSEQ Oversight

- Ensure implementation and effectiveness of safety management systems within the depot.
- Oversee Permit to Work system effectiveness through the Depot Site Supervisor.
- Ensure all operations and maintenance activities are conducted safely.

### Emergency Management

- Act as Incident Commander during emergency situations.

- Ensure emergency response plans, drills, and resources are in place and effective.

### **Contractor and Maintenance Oversight**

- Ensure contractor activities are properly controlled and comply with safety and operational requirements.
- Coordinate with maintenance teams to ensure availability and reliability of depot infrastructure.

### **Resource Management**

- Ensure optimal utilization of depot personnel, equipment, and resources.
- Provide direction and support to all reporting staff.

### **Compliance and Reporting**

- Ensure compliance with regulatory requirements and company standards.
- Review and approve operational, safety, and stock reports.

### **Stakeholder Management**

- Maintain effective relationships with customers, regulators, and other stakeholders.

### **Continuous Improvement**

- Identify and implement improvements in operational efficiency, safety performance, and cost effectiveness.

### **Additional Duties**

- Perform any other duties as assigned by the Operations Manager.

### **Education & Qualifications**

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- BSc. In Chemical & Process, Mechanical, Electrical, Petroleum or Industrial Engineering
- Knowledge and understanding of current trends and developments in Downstream Petroleum Depot Operations and Technology.

### **Requirements**

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A minimum of 5 years working experience in a petroleum industry on a supervisory level, incorporating process operations analysis and problem solving.

### **Characteristics**

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- High level of Personal Integrity and accountability
- Strong leadership and interpersonal skills
- Excellent communication skills both verbal and written
- Ability to work autonomously
- Customer Focused and Results oriented
- Attention to detail
- High knowledge of Safe Depot Operations and Loss Minimization
- Ability to work under pressure
- Knowledge of Stock Management
- Strong analytical and problem solving skills
- Calculation and arithmetic exactness and accuracy

### **Reporting To**

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Operations Manager

### **Driving Licence**

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Not Required

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