



THE CEPEP COMPANY LIMITED

JOB TITLE: FIELD OFFICER	DEPARTMENT: OPERATIONS
Job Overview:	
The Field Officer provides support to the Operations department by supervising contractors and contractor employees daily.	
REPORTS TO: SENIOR OPERATIONS OFFICER	
SUPERVISION GIVEN TO: N/A	
RESPONSIBILITIES AND DUTIES	
<ul style="list-style-type: none"> Supervise field operations to ensure work targets are achieved and all operational obligations are fulfilled. Ensure that contractors complete their duties in a timely and safe manner. Conduct daily audits of work performed to ensure compliance with work standards and escalates matter as needed. Assess the integrity of equipment being used in accordance with safety standards. Develop and implements work plans and schedules to achieve the optimum use of contractors' services. Recommend new and innovative approaches to getting work done. Mediate and resolve conflicts arising among contractors and contractor employees. Assess the performance of contractors and recommend remedial action to appropriate stakeholders. Refer matters outside remit to relevant department or State Agency. Quantify measurements for work to be completed. Review time sheets and administer time sheet audits. Perform other related duties as may be deemed necessary in accordance with the mandate of the CEPEP Company Limited. 	
QUALIFICATION AND EXPERIENCE	
QUALIFICATION <ul style="list-style-type: none"> Three CXC O'Level passes, including English Computer literate – Microsoft Office Suite Possess a valid driver's license Qualification/training in the following areas will be an advantage: <ul style="list-style-type: none"> Defensive Driving, Occupational Safety and Health or Disaster Preparedness First Aid, Heavy T License and Mediation 	
EXPERIENCE <ul style="list-style-type: none"> Three (3) years relevant work experience in a similar capacity Any other combination of qualifications and experiences will be considered 	

COMPETENCIES:

- Strong verbal and written skills
- Supervisory skills
- Relationship building abilities

**Candidates should have a road worthy vehicle to be used in the course of duty
for which the company will pay a travel allowance**