



Job Title:	Manager, Field Staff		
Division:	Fuel Marking Division	Gross Salary:	
Job Category:	Operations		
Reports to:	Head, Fuel Marking Division		
Purpose:	To supervise and coordinate the activities of the Fuel Marking Unit to ensure that all fuel is accurately and properly marked.		
Key Outputs:	<ol style="list-style-type: none">1. Accuracy and efficiency in planning and implementing work schedule.2. Data analyses and efficient preparation and submission of reports.3. Management of marking teams.4. Ensure effective systems are implemented for the safe and secure handling of marker concentrate.		
Main Duties:	<ul style="list-style-type: none">• Plan, prepare and implement work schedule• Liaise with fuel companies to collect information on the timings for bulk marking fuel at the terminal• Ensure that Marking Officers report for duties in a timely manner• Ensure Marking Officers adhere to SOPs• Arrange with the Head, FMD for security escort to accompany Marking Officers to terminals• Dispatch Marking Officers to work sites• Monitor the bulk marking fuel from international and other vessels at terminals and other locations• Visit all bulk terminals and GRA to collect the relevant reports• Assist Marking Officers where necessary• Prepare and ensure the implementation of a maintenance schedule for injectors and other equipment used in marking exercises• Ensure effective systems are implemented for the secure use, handling, transporting, dispensing, storage and reconciliation of marker concentrate• Initiate, monitor, implement and review procedures required to avoid, prevent, reduce and detect theft and pilfering of the marker concentrate• Coordinate with Authentix representative and prepare list of spare parts needed for annual maintenance• Prepare bulk marking reports for sign off by the terminals• Prepare the necessary reports for submission to the Head FMD and Data Management Unit in a timely manner• Assist in training of new Marking Officers• Any other duties assigned from time-to-time by the CEO, Head of Division or his designate.		
Key Competencies:	<ul style="list-style-type: none">• Possess a valid driver’s licence;• Strong sense of responsibility, dedication and commitment;• Strong report writing skills;• Ability to execute instructions;• Strong written and oral communication skills;• Meticulous with a high level of honesty, reliability and integrity;• Computer literate.		
Qualifications:	<ol style="list-style-type: none">1. A minimum of a BSc. in Management, Project Management or Accounting with two years relevant experience.		

