

DEPARTMENT:	Operations
LOCATION:	Van 't Hogerhuysstraat no. 52
JOB TYPE:	Office Based
JOB TITLE:	Intern
DIRECTLY REPORTS TO:	Country Manager
POSITION (S) REPORTING INTO THIS ROLE:	None
DEPARTMENT LEAD:	Country Manager
OVERSEEING ELT MEMBER:	Vice President - Projects / Vice President - Regional Initiatives

JOB PURPOSE: To ensure that all operational activities related to the digitally preparation of required documentations for vessel clearances, customs activities are properly completed in a timely matter according to the outlined procedures or instructions received from the Operations Advisor during the Shell Project 2022.

KEY DUTIES AND RESPONSIBILITIES:

NB. Each item includes meeting Key Performance Indicator targets, compiling and submitting Key Performance Indicator reports.	Approx. % of time annually
1. Assist with entries on Turbo Broker and LASER.	10 %
2. Keeping track of all Customs Brokerage and Operations Logs in Excel.	10%
3. Assist with various tasks on the Port Facility or Airport as instructed by the Team Lead/ HSSE-OPS Advisor or Logistics Coordinator.	15%
4. Customs Documentation assessment: Ensuring all required documents are completed and collected for vessel clearances.	10%
5. Ensuring that all required documents for vessel clearance are properly submitted/ delivered to Customs.	10%
6. Assist with reporting Operations Matters as instructed by the HSSE-OPS Advisor/ Team Lead.	10%
7. Assist with Delivery of documents.	5%
8. Assist with Transport bookings and PCR testing bookings.	15%
9. Assist CSR team with planning and executing of CSR events.	5%
10. Assist with any other duties that may be required.	10%

LAST REVISED	
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QUALIFICATIONS AND EXPERIENCE:

Unemployed student of NATIN with a background of:

- Engineering
- Electrical engineering
- Mechanical engineering
- Process technology

Unemployed student of UNASAT/ ADEK with a background of:

- Business Management/ System Network Engineering

HSSEQ RESPONSIBILITIES:

- Maintain standards of safety and comply with Company's Health, Safety & Environment Management System requirements.
- Observe all health and safety rules and regulations.
- Stop all work if any unsafe conditions exist or unsafe practices are observed.
- Report any unsafe conditions or practices to your Supervisors.
- Understand how to perform jobs assigned in accordance with operating procedures and/or work instructions.
- Do not undertake any job you do not understand – ask your immediate Supervisor once there is any doubt.
- Wear and use all safety equipment required to ensure the safe execution of the specific job.
- Participate in mandatory toolbox meetings, safety meetings and training sessions (internal and/or external) as required.
- Report all incidents immediately to your Supervisor.
- Cooperate during incident investigations so that the incident causes can be determined and corrective action taken.
- Tag and Report all defective tools or equipment immediately.
- All staff are to adhere to the guidelines stated in the Policy Manual.

KNOWLEDGE, SKILLS, ABILITIES, CHARACTERISTICS:

- **Enjoyable to work with** - especially with direct team members.
- **Highly reliable** - your supervisor and co-workers must have confidence that when assigned a task, you will get it done in a timely manner with a high quality of work.
- **Management of time and tasks** - can work on multiple tasks, meet Key Performance Indicators, reorganize and work on high priority tasks, handover tasks when going on leave.

WORKING CONDITIONS

- Physical demand - Primarily Office / Work from home.
- May attend virtual or in-person conferences, workshops, meetings, etc.
- Will be required to be on site visits from time to time (shore base, ports, vessels, etc).
- Foreign travel is possible.