

Title: Aviation and Travel Coordinator (Local)	Project: Woodside Sangomar Phase 1	Doc. No. GOE-HR-JD-004	Date: 11/10/22
---	---------------------------------------	---------------------------	-------------------



Villa 4423, Rue KA-38, SICAP Amitie 3, Dakar 10700, Senegal
Email: enquiries@goreeoffshore.com

AVIATION AND TRAVEL COORDINATOR (LOCAL)

We are seeking an aviation and travel coordinator to be based in our client's office onshore Dakar. The role is a 12 month contract/prestataire role. The candidate must have an excellent level of spoken and written English. The Aviation and Travel Specialist is responsible for planning, implementing, and advising the business on Aviation & Travel operations Guidelines, Practices, and Policies & Procedures in accordance with Company's Aviation & Travel Standard and best industry practices.

CVs to: enquiries@goreeoffshore.com

CVs of applicants without 3 years' experience in travel coordination will not be considered.

DETAILS OF ROLE

- Nationality: Senegalese (i.e. local role).
- Minimum experience level: 3 years in travel coordination (preferably in oil and gas, mining or shipping)
- Work status: Contractor / Prestataire.
- Remuneration: Competitive day rate (paid during workdays only).
- Work location: Client's office in Dakar.
- Contract Duration: 12 months.
- Start Date: End of October 2022.

RESPONSIBILITIES

- + Provide Qualified Aviation advice for the transportation of personnel and freight for the Company
- + Monitor contractor performance, promote safe and compliant operations and report non-compliances
- + Responsible for ensuring traveller compliance with the Aviation & Travel Standards and Guidelines
- + Responsible for developing and maintaining Travel and Aviation Operations Processes and Procedures.
- + Investigate and Identify opportunities for improvement.
- + Support the Functional Excellence Aviation and Travel Team when required.
- + Support emergency and crisis management as aviation representative

Title: Aviation and Travel Coordinator (Local)	Project: Woodside Sangomar Phase 1	Doc. No. GOE-HR-JD-004	Date: 11/10/22
---	---------------------------------------	---------------------------	-------------------

WORK PROCESSES & SYSTEMS

- + Coordinate end to end aviation and travel requirements for Woodside's Sangomar Project.
- + Close liaison with internal and external customers to support and manage their offshore travel requirements.
- + Ensure travellers compliance to the Aviation & Travel Standards and Guidelines
- + Monitor and manage any Incident Reports / Client Occurrence Reports in accordance with Company requirements
- + Support the development of Procedures and Guidelines for project activities.
- + Complete any standard reporting requirements as required by Company Aviation Team Leader.

SKILLS

- + Minimum of 3 years' experience in Aviation or offshore travel within the Oil and Gas Industry
- + Ability to effectively communicate verbally and in writing with all levels of management.
- + Ability to present effectively to large groups of people.
- + Good problem-solving skills including an ability to manage personal experience and group dynamics to deliver best outcomes.

In order to perform the Work, Contractor Personnel (1 x person) will require access to Dakar office and/or Contractor Supply Base. Company will provide Contractor with the necessary data/information required to facilitate completion of this project.