



## Job Description

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| Identification No | IMS-EJS/MD/FIN/HRADM/T/001 | Revision Number: 01       |
| Date of Issue     | 02-01-2026                 | Revision Date: 01-05-2026 |

**Job Title:** Project Lead -Mobilization & Demobilization (Oil & Gas Projects)

**Department:** Operations

**Reports To:** Commercial Lead / Operation Manager

### Job Summary

The Project Lead for Mobilization and Demobilization is responsible for planning, coordinating, and executing the movement of equipment, materials, personnel, and project assets to and from oil & gas project sites. The role ensures safe, cost-effective, and timely mobilization and demobilization activities, including customs clearance and import/export compliance, in accordance with company procedures, client requirements, and industry regulations.

### Main Duties & Responsibilities

#### 1. Project Planning & Coordination

- Develop mobilization and demobilization plans, schedules, and execution strategies.
- Coordinate transportation of equipment, tools, machinery, materials, and personnel to offshore/onshore project locations.
- Liaise with project teams, logistics providers, freight forwarders, customs brokers, vendors, government authorities, and client representatives.
- Ensure readiness of equipment and documentation before shipment or site transfer.
- Monitor project milestones and ensure activities align with operational timelines.

#### 2. Logistics, Customs Clearance & Equipment Management

- Supervise loading, unloading, packing, preservation, and transportation of equipment and products.
- Coordinate import and export customs clearance activities for project cargo and equipment.
- Ensure compliance with local and international customs regulations, trade laws, and shipping requirements.
- Prepare and review shipping and customs documentation including:
  - Commercial invoices
  - Packing lists
  - Bills of lading
  - Certificates of origin
  - Temporary import/export permits
  - Customs declarations

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- Coordinate with customs authorities, port authorities, clearing agents, and freight forwarders to avoid delays.
- Track inbound and outbound shipments and resolve customs-related issues promptly.
- Ensure proper inventory tracking and asset accountability during movement.
- Coordinate cranes, lifting operations, marine vessels, trucks, forklifts, and other logistics resources.
- Verify equipment certifications, inspections, and maintenance records prior to mobilization.
- Manage return logistics, re-export activities, and storage during demobilization.

### **3. HSE & Compliance**

- Ensure all activities comply with HSE policies, client standards, and oil & gas industry regulations.
- Conduct risk assessments, toolbox talks, and pre-job safety meetings.
- Ensure lifting, rigging, transportation, and cargo handling activities follow approved procedures.
- Ensure compliance with hazardous cargo handling and transportation regulations where applicable.

### **4. Cost & Resource Management**

- Monitor mobilization/demobilization budgets and control logistics and customs-related costs.
- Optimize transportation and resource utilization.
- Prepare cost estimates, progress reports, and logistics forecasts.
- Identify and mitigate operational risks, delays, and customs bottlenecks.

### **5. Stakeholder Communication**

- Provide regular status updates to project management and clients.
- Coordinate with procurement, warehouse, operations, marine, finance, and construction teams.
- Resolve operational and customs clearance issues promptly.

### **6. Documentation & Reporting**

- Maintain mobilization schedules, manifests, cargo lists, customs records, and delivery documentation.
- Prepare handover, closeout, and demobilization reports.
- Ensure all logistics and customs documentation is properly archived and auditable.

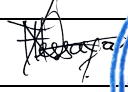
### **Key Performance Indicators (KPIs)**

- On-time mobilization and demobilization completion.
- Customs clearance turnaround time.
- Zero HSE incidents during logistics operations.
- Budget adherence and cost optimization.
- Equipment availability and asset tracking accuracy.
- Client satisfaction and operational efficiency.
- Equipment utilization and accountability
- Reduction in demurrage and storage costs

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## Approval and Signature

|              |                                                                                   |
|--------------|-----------------------------------------------------------------------------------|
| Approved by: | Human Resources Coordinator                                                       |
| Signature:   |  |
| Date:        | 01-May-2026                                                                       |



## Employee Acknowledgement and Signature

I, ESTER OMBENI MURRO, acknowledge that I have read and understood the duties, responsibilities, and requirements outlined in this Job Description for the position of Front Desk Officer. I agree to perform my duties to the best of my ability and comply with the company's policies and procedures.

Employee Name: ESTER OMBENI MURRO

Employee Signature: 

Date: 01/05/2026

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