

JOYCE M. ISSOWE QHSE Manager

Dar es Salaam
Tanzania

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Based: Dar es Salaam.

DOB: 7th March, 1982
Origin: Kilimanjaro
Nationality: Tanzanian
Marital Status: Single

SYSTEMS & SOFTWARE

- MS. Office
- SAP
- Primavera P6
- Synergi

TECHNICAL SKILLS

- Systems & Tools. implementation.
- Data collection and analysis.
- Report writing.
- KPI Management.
- Budget Management.
- Planning, scheduling and monitoring.

PERSONAL QUALITIES & VALUES

- Multicultural awareness.
- Creative and attentive.
- Responsible & Accountable.
- Leadership and team player.
- Value-Driven.
- Problem solving.

PROJECTS

- EA Crude Oil Pipeline Survey Tanzania & Uganda – CGG / Total / Salama Fikira 2017 – 2018
- Wells Drilling (Offshore) Tanzania & Kenya BG Group / Royal Dutch Shell 2012 - 2017
- Mining Exploration Geita Tanzania Lakota / MDN / Barrick Gold Mining 2006 - 2009

PERSONAL PROFILE

I am highly motivated, responsible and a committed individual, with positive attitude and integrity on delivering QHSE, Project assignments, Operations Support, Contractor management as well as Business Administration assignments in practical application for over 10yrs. Experienced in industries such as Mining, Law firm, Oil and Gas, Construction and Manufacturing Industry. I am currently available and looking for new challenge in area of Project Management, Operations Support Management and Quality Health and Safety.

WORK EXPERIENCE

QHSE Consultant

Insignia Limited

2019 – 02/2020

Oversees the implementation of Company's QHSE local laws and ISO compliances across the plant and 7 depots within Tanzania while supporting Malawi and Zambia branches. Promoted safety culture to over 450 crew across the company through Toolbox meetings, Safety Committee meetings, Drills, Observation and Interventions, Inhouse trainings and QHSE programs whilst Monitoring the Effectiveness of procedures and processes.

Led production and Product supply chain's free from LTI and High Potential risks, less waste production and zero FACs while enhancing productivity and monitoring the effectiveness of ERP and MERP.

I also achieved the following: -

- Coordinated audits / inspections with national regulatory bodies such as OSHA, NEMC, GCLA and Fire and Rescue department.
- Audited on ISO 9001 & 14000 by American Certification Management and ISO 22000:2018 by SMETA
- Inventory management and audit of hazardous materials.
- Management of Government relations while ensuring certificates of compliance are up-to-date.
- Monitored and managed closeout of QHSE objectives and actions in line with business annual objectives.
- Supervised and monitored the compliance of Effluent Treatment Plant (ETP) and waste management.
- Conducted Fire Safety Training in collaboration with Fire and Rescue department reps.
- Prepared annual programs and training based on the Risk Assessment Plan and MSDS.
- Initiated change development plan on OHS to the plant to enhance safety culture at workplace.
- Maintained Risk Assessment Plan Quality Assurance plan.
- Produced Annual OHS training plan including inductions and refresher training plan.
- Supervised the movement of materials and products in collaboration with Operations Manager.
- Initiated and Launched programs involving everyone to contribute to Company's annual objectives.
- Coordinated and lead Incident Investigation and report.
- Lead daily toolbox meetings, Production Quality, Safety meets and Safety committee meetings.
- Collated, Analyze and produced daily statistics and Weekly QHSE report and as required.

SHEQ manager

Small Business Solutions Ltd (SBS)

08/2018 – 11/2018

Lead the SHEQ and Food safety teams and activities schedules on the Geotechnical survey on EACOP project. A point of contact with client in ensuring quality delivery on SHEQ and food safety.

- Updated Project HSE plan and implementation in collaboration with Client's Project HSE Manager.
- Managed the implementation and execution of the use of waste segregation process, management of grey and black water and transfer of waste.
- Conducted pre-field inspections of the construction accommodation sites and hotels.
- Managed the inventory of SHEQ equipment and its allocation plan on site.
- Managed all documentation and field report before sharing with the client.
- Led Incident investigations and report to the client.
- Supervised a team of 6 safety members in the field, their field schedules and leave plans.
- Managed all SHEQ admin documents, Safe Systems of Work, training plans, procurement and budget.

Field QHSE Manager for CGG International via Salama Fikira Int.

Salama Fikira International (Tanzania) on EACOP Project

10/2017 – 08/2018

Lead and managed the implementation of the Project's HSE management systems and monitor its effectiveness for 8 months in the field consecutively while ensuring total quality and on timely delivery on Project. Direct Supervision to multi-disciplinary teams such as HSE Officers, Radio Operators, Paramedics, and Security team who directly supported the EACOP Surveys crews in 2017/2018. Produced and provided onsite and field project inductions, trainings and HSE awareness. Management of 6 subcontractors and 3 service companies.

Coordinated procurement and inventory of materials, safety equipment and budget management. Involved in hiring process, people and resources allocation, work assignment plan and schedules. Liaised with Project Manager for management of change plan, emergency and contingency plans and daily operations plan. Supervised construction of 14 field camps, prepared logistic moving plan of people and machinery from one

HONORS & AWARD

- Recognition of Contribution to BG Tanzania drilling Campaign – 2016
- Full effective KPI rating 2013 to 2016.

LANGUAGE

- Kiswahili – Fluent
- English – Fluent

MOBILITY

- Flexible & Available

REFERENCES

MANISH BHATT,

Logistics Director,
Insignia Limited,
Email: bhattman@insignia.co.tz
Cell: +255 784807791
DAR ES SALAAM

PHILIPP STEIN,

Regional Manager,
Salama Fikira International,
E: philipp.steyn@salama-fikira.com,
Cell: +255 763 410680
DAR ES SALAAM

ALAIN BORDENAVE

Project Tech Manager,
CGG International.
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FRANCE.

STEVENSON MURRAY,

Head of HSSE, BG Group,
Mobile: +1 (868) 7541402
TRINIDAD & TOBAGO

MARK HESKETH,

Head of Well Engineering, UK,
BG GROUP / ROYAL DUTCH
SHELL
Email: Mark.Hesketh@shell.com
UNITED KINGDOM

camp to another while ensuring camp demobilization is done as per requirement. In addition to above, I achieved the following: -

- Participated in Project HSE Plan preparation and execution.
- Management of Project Risk Assessment Plan and implementation of ERP and MERPs.
- Management of Project training plan and implementation.
- Coordinated the daily toolbox meetings, Weekly safety meetings and Safety stand-downs.
- Managed Project HSE KPIs to promote work activity delivery on timely, quality and within budget.
- Supervised the construction and demobilization of camps.
- Environmental management and waste management.
- Management of HSE materials, PPE and equipment.
- Conflicts management on site.
- Led Incident investigations and implementation of lesson learnt to prevent reoccurrences.
- Produced daily and weekly QHSE reports and as required and final Project QHSE report.

HSSE Performance Analyst / Well Engineering (Project) Technical Assistant.

BG Group /Royal Dutch Shell (Tanzania).

03/2012 – 01/2017

HSSE Performance Analyst: 2012 – April 2015

Oversees HSSE planning and scheduling support for Offshore Drilling Project (2012-2016) in Tanzania and Mombasa Kenya such as Project Documentations such as ERP, MERP, Security plan, Project Assurance plan, Training plan and Emergency Drills. Coordinated monthly Project Performance review meetings and Contractor's KPIs presentations meetings. Collated, analyzed data from different sources of project and produce report for top management's decision making.

Well Engineering Technical Assistant for Project: May 2015 – 2017

Coordinated preparation of Offshore Drilling Program (a 2years project) from start to finish including sourcing for contractors, hiring process, and Project planning and scheduling. Coordinated 36 Contract services sourcing to contract award phase and monitored its KPIs, deliveries and payment process. Monitored Project activities progress against target and reported any discrepancy and lagging indicators to activity owner. Produced daily reports and as required.

Other achievements from both positions were: -

- Managed Project KO meeting, Project Review meetings and presentations, workshops and trainings.
- Coordinated daily meetings with offshore project teams on project progress status.
- Managed contingency plans, management of change and Competency matrix for project team.
- Collaboration with other support departments for smooth delivery of Project targets.
- Managed Project team's whereabouts, logistical and accommodation arrangement.
- Management of Project HSSE materials, PPEs, trainings and budget management.
- Promoted Safety Culture and Accountability to staff and at department level.
- Participated on development of the HSSE Risk Assessment and Project Action plan.

Finance & Assistant to Business Manager

CRB Africa Legal

09/2009 – 01/2012

- Participated on negotiations and ways to improve financial growth.
- Managed client relations, petty cash, accounts reconciliations and payrolls.
- Managed office administrative activities including procurement of office expenditures.

Office Manager

Lakota Resources Inc. Canada – Tanzania branch

02/2006 – 08/2009

- Managed internal & external stakeholder's relations.
- Coordinated HR and Administration activities.
- A custodian of exploration reports from various operations & timely submission to the relevant authorities.

EDUCATION

Bachelor of Art in Business Studies

University of Greenwich – UK 2014

International Advance Diploma in Business Studies

National Computing Centre – UK 2010

International Diploma in Business Studies

National Computing Centre – UK 2009

International Diploma in Computer Studies

National Computing Centre – UK 2008

PROFESSIONAL CERTIFICATES

First Aider Certificate
OSHA Tanzania

Dec 2019

NEBOSH International Diploma in OHS
Astutis Limited – UK

2018/2021

NEBOSH International Certificate in OHS
Astutis Limited – UK

2016

National Occupational Safety & Health Course Module I&II
OSHA Tanzania

2015