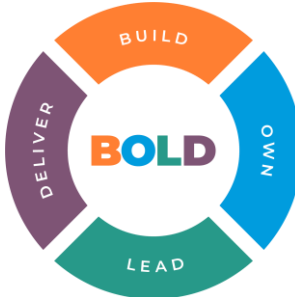



Job Description

Job Title:	Local Content Coordinator
Employer:	SOL Guyana Inc.
Location:	Lot BB Rome (Agricola) Greater Georgetown
Available to:	Yes Current Sol staff Yes External Applicants
Reports to:	General Manager
Subordinates:	None
Purpose:	To provide support in the administrative and legal framework to ensure the organisation's adherence to the Local Content Act of Guyana.
Principal Accountabilities:	<ul style="list-style-type: none"> • Work with key stakeholders to prepare and maintain the company's five (5) Local Content Master Plan. • Work with key stakeholders to prepare the company's Annual Local Content Plan. • Monitor the company's adherence to its obligations as per the Local Content Act. • Monitor and compile data pertinent to the company's reporting obligations under the Local Content Act. • Actively monitor the implementation of the company's Strategic and Annual Local Content Plans. • Work with the Procurement Coordinator and other key stakeholders to drive the development of local capacity in line with the Local Content Act and the company's Strategy and Plan. • Compile reports on the progress of the company's local content targets. • Coordinate communication with internal and external stakeholders with respect to any local content obligations. • Participate in Hazard IDs, Observations and inspections as scheduled.
BOLD Behaviours and Values	<p>Be an ambassador and supporter of our BOLD leadership behavior and values. When we are BOLD, we create a work environment where we can thrive and excel through continuous improvement whether we are an individual contributor, manager, director, or the senior leadership team.</p> <div style="display: flex; justify-content: center; align-items: center; gap: 20px;">   </div>

Qualification Requirements:	<ul style="list-style-type: none"> • Bachelor’s Degree in Law or Business Management • Minimum 2 years of compliance or any other relevant experience
Other Competency Requirements:	<ul style="list-style-type: none"> • Knowledge of Guyana’s Local Content Act • Computer Literacy: Proficiency in Microsoft Office Suite • Strong Report Writing Skills • Strong Business Acumen • Analytical skills • Organizational and interpersonal skills • Problem Solving Skills
Application Procedures:	<p>Applications are to be submitted by completing the Sol Job Application Form available on the Sol website at solpetroleum.com and submitted via e-mail to careers@solpetroleum.com on or by April 24th, 2024. Applicants must complete all the requested information to be considered. Certified copies of relevant certificates will be requested for those applications under consideration. Only suitable applications will be acknowledged.</p>