



Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

Job Title Capital Project Coordinator II	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Junior	Industry -

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry -
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

The Capital Project Coordinator is responsible for the timely delivery of multiple projects on the tower portfolio and budget. Reporting directly to the Head of Capital Projects they will work closely with the Sales team who are responsible for all customer liaisons. The incumbent is responsible for creating and maintaining documentation for customer applications, tracking all milestones in internal trackers, processing project related fees as well as scanning, mailing and notarising fully executed copies of the lease agreements to the customer.

Responsibilities

Essential Duties:

- Management of projects from the initial audit and feasibility stage, scoping to coordination of contractor site works to handover to customer and final site acceptance.
- Responsible for overall project financial performance and ensuring assigned projects attain an acceptable profit margin.
- Manage project finances by daily tracking of financial detail and by providing weekly or monthly reports as directed.
- Ability to manage and drive subcontractors and suppliers.
- Responsible for the planning and overall project schedule along with the use and management of appropriate internal tracking system.
- Establishment of project program and delivery against such program.
- Responsible for ensuring all risks to both project and program are identified, managed and mitigated.
- Responsible for fostering and managing relationships with both internal and external customers.
- Provide regular reports to management detailing project performance, staffing updates and new business opportunities.
- Provides administrative support to all the Project Managers.
- Overall responsibility for resource management and forward planning with internal parties, customers and suppliers.
- Ensure compliance with Environmental, Health and Safety regulatory requirements for all company personnel and 3rd party vendors.

General Responsibilities:

- The employee shall comply with the provisions of health, safety and environment legislation and shall also comply with the Company's policies and procedures including occupational health and safety and wellness policies, and any modifications to any policy that may be introduced from time to time.
- All employees must live Company's Core Principles and work proactively in a customer-related way in accordance with adopted procedures and best practice.
- To work co-operatively with colleagues and external stakeholders to promote Company's overall business objectives.

- To ensure that confidentiality is respected and maintained at all times.
- To perform any other duty as directed by line management.
- Other duties as assigned.

HR Related Duties:

- Ensure that own vehicle and other company equipment is operated in line with organisation's set guidelines.
- Ensure that all offices within the department comply with organisation's safety and quality requirements.
- Raise any deviations and/or perceived problems/ concerns of urgent attention with management in order to protect the image of the organisation.
- Ensure that dress code and behaviour is always in line with the company image and to not bring the company into disrepute at any time.
- Ensure corrective action is taken where required.
- Ensure positive team actions despite difficult circumstances.

HSSE Awareness and Action:

- Ensure that own vehicle and other company equipment is operated in line with safety guidelines.
- Ensure that all officers within the department comply with Organisation's safety requirements.
- Raise any deviations and/or perceived problems/ concerns of urgent attention with management in order to protect the image of the organisation.

Additional:

- Accordingly, the responsibilities associated with this job will change from time to time in accordance with the Company's business needs. More specifically, the incumbent may be required to perform additional and/or different responsibilities from those set forth above.
- The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job. The incumbent must be flexible as there may be workweeks that require more than 40 hours to ensure the position's expectations and responsibilities are met

Education & Qualifications

- HND/ Degree in Civil, Mechanical or Electrical Engineering and/or Construction Project Management preferred

Requirements

- 1 years' experience on job or related role

Characteristics

- Ability to work in a team environment as well as independently.
- Excellent follow-up skills.
- Intermediate to expert level Microsoft Word, Excel and PowerPoint skills.
- Detail oriented with a proven ability to manage a wide scope of work.
- Ability to multitask and meet deadlines.
- Ability to lead, motivate, and manage for results.
- Proven ability to manage and foster relationships with contractors and vendors.
- Ability to interact with customers and site development professionals.
- Understanding of telecommunications design and construction techniques.
- Demonstrated understanding of project/ program management with wireless telecommunication site construction projects.
- Demonstrable awareness of health and safety legislation.
- Ability to work with functional groups and different level of employees throughout the organisation to effectively and professionally achieve business results.
- Strong follow-up skills; ability to organise applicable department timelines and follow up with internal and external customer needs as needed
- Strong written and oral communication skills, including the ability to present ideas and suggestions clearly and effectively
- Strong organisational skills; ability to accomplish multiple tasks within the agreed upon timeframes through effective prioritisation of duties and functions in a fast-paced environment
- Strong track record of building and maintaining solid relationships with both internal and external customers and vendors.
- Self-motivated, able to work both independently to complete tasks and respond to department requests as well as

collaborating with others to utilise resources and knowledge in identifying high quality solutions

Reporting To

Head of Capital Projects

Driving Licence

Not Required

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