



Job Description

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

Job Title Chief Operation Officer	Job Location Zanzibar City	Category Operations
Job Type Full Time	Job level Head of Department	Industry Construction

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Construction: 8 Years
Secondary Industry -	Primary Category Operations: 4 Years	Secondary Category -
Certificate -	Qualification -	

Summary

Our client, a leading construction company specializing in the production and construction of prefabricated timber frame houses with cross-laminated timber elements, is seeking a Chief Operating Officer. All products are manufactured and assembled in Zanzibar, Tanzania. The company's mission is to produce high-quality, affordable products that add significant value to their customers. Their vision is to bring housing solutions to the African market using German technology and quality standards, focusing on modern, eco-friendly, and sustainable living.

The ideal candidate will have extensive experience in construction management, project planning, financial oversight, and team leadership. This role requires ensuring the efficient and effective delivery of construction projects while maintaining high safety and quality standards. Additionally, the Chief Operations Manager will drive continuous improvement in operational performance.

Responsibilities

1. Operational Oversight:

- Oversee the daily operations of the construction division, ensuring projects are delivered on time, within budget, and to the highest quality standards.
- Develop and implement operational policies, procedures, and best practices.
- Ensure compliance with industry standards, building codes, and safety regulations.

2. BoQs and Contracts:

- Prepare detailed Bills of Quantities (BoQs) for projects.
- Draft, review, and manage contracts with clients, subcontractors, and suppliers.
- Ensure all contracts comply with legal and regulatory requirements.
- Manage contract variations and disputes.

3. Work Preparation:

- Prepare detailed work plans and methodologies.
- Develop comprehensive project timelines and resource allocation plans.
- Conduct risk assessments and implement mitigation strategies.

4. Project Management:

- Lead project planning, scheduling, and resource allocation.
- Monitor project progress and performance, addressing any issues or delays promptly.

- Coordinate and communicate with project managers, site supervisors, and other stakeholders.

5. Financial Management:

- Develop and manage operational budgets, ensuring cost control and financial efficiency.
- Monitor project expenditures and financial performance.
- Prepare financial reports and forecasts for senior management.

6. Team Leadership:

- Lead, mentor, and develop the operations team, fostering a culture of collaboration and excellence.
- Conduct performance reviews and provide constructive feedback.
- Promote continuous professional development and training for team members.

7. Quality Assurance:

- Implement and maintain robust quality control processes.
- Ensure all construction activities meet or exceed client expectations and industry standards.
- Conduct regular site inspections and audits.

8. Client Relations:

- Build and maintain strong relationships with clients, contractors, and suppliers.
- Address client inquiries, concerns, and feedback promptly and professionally.
- Ensure client satisfaction and repeat business through high-quality project delivery.

9. Continuous Improvement:

- Drive operational efficiency and effectiveness through process improvement initiatives.
- Stay updated on industry trends, technologies, and best practices.
- Implement innovative solutions to enhance construction operations.

Education & Qualifications

- Bachelor's degree in construction management
- Master's degree in a related field.
- Professional certifications
- Strong understanding of construction processes, methods, and materials preferred in timber construction.
- Proficiency in project management software and tools.
- Experience with large-scale or international construction projects with timber as a construction material
- Multilingual abilities - English is a must – German and Swahili is a plus
- Willingness to travel as required.

Requirements

- 2 years of Proven experience as a Chief Operations Manager or in a similar senior operational role in the construction industry.

Characteristics

- Excellent leadership and team management skills.
- Strong financial acumen and experience with budget management.
- Exceptional communication, negotiation, and interpersonal abilities.
- Strong analytical, problem-solving, and decision-making skills.
- Ability to work under pressure and manage multiple priorities.

Reporting To

- Chief Executive Officer (CEO) / Managing Director

Driving Licence

Not Required

To Apply for This Job [Click Here](#)