



# Job Description

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<b>Job Title</b> Construction Foreman – Civil Engineer	<b>Job Location</b> Zanzibar City	<b>Category</b> -
<b>Job Type</b> Full Time	<b>Job level</b> Intermediate	<b>Industry</b> -
<b>Open to Expatriates</b> Open to Expatriates & Local Nationals		

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> -
<b>Secondary Industry</b> -	<b>Primary Category</b> -	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

The Civil Construction Foreman will be responsible to coordinate operations and oversee workers at construction sites. As the point of reference of both workers and supervisors, you will be a key person for the completion of a project.

The construction foreman needs a solid background in the field with leadership skills and extensive experience and the ability to direct the work of others and make quick decisions. He/she must be well-organized and favor safety above everything else.

## Responsibilities

- Overseeing the coordination of construction works and ensuring that they are in accordance with priorities and plans
- Producing schedules and monitoring the attendance of crew
- Inspecting construction sites frequently and ensuring that manpower and resources are adequate
- Supervising the use of machinery and equipment
- Tracking expenditure and ensuring that it stays within budget
- Identifying and resolving problems that may arise during construction processes
- Guaranteeing and implementing safety precautions while also ensuring that quality standards are met
- Reporting the progress of construction projects to managers, supervisors, engineers, and other relevant personnel.
- Studies blueprints to determine dimensions of structure
- Selects materials and structural units, ensuring conformance with provisions of building code and local ordinance
- Determines sequence of activities concerned with fabrication, assembly, and erection of structure
- Assigns workers to such tasks as cutting material to size, building concrete forms, erecting wooden framework, installing doors, building stairs, and laying flooring
- Ensures safety precautions are followed
- Inspects work performed by subcontractors, including ductwork, wiring, and pipe installations, to ensure conformance with specifications
- Mentors, coaches, trains and develops team

## Required Knowledge, Skills and Abilities

- Strong analytical, prioritizing, interpersonal, problem-solving, presentation, budgeting, project management (from conception to completion), & planning skills
- Strong verbal and written communication skills (including analysis, interpretation, & reasoning)
- Solid understanding and application of mathematical concepts
- Ability to develop and maintain collaborative relationships with peers and colleagues across the organization, as well as

internal and external clients

- Ability to work well autonomously and within a team in a fast-paced and deadline-oriented environment
- Ability to work with and influence peers and management
- Self-motivated with critical attention to detail, deadlines and reporting

## Education & Qualifications

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- Proven experience as Civil Construction foreman
- In-depth knowledge of construction procedures, equipment and HSEQ guidelines

## Requirements

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- 6+ years progressive construction experience
- 3+ years in a leadership role
- High degree of proficiency in MS Office Suite, Outlook & Internet applications

## Characteristics

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To perform the job successfully, an individual should demonstrate the following competencies:

- **Project Management** - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and
- **Technical Skills** – Ability to read architectural and engineering knowledge of site planning, architectural design, affordable housing finance precepts; experience securing government entitlements such as zoning; construction techniques; real estate law; negotiations.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to
- **Motivation** - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events; Effectively communicates changes to relevant
- **Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when
- **Leadership** - Internal: participates in relevant annual budgeting and strategic planning; works effectively with internal support services (finance, human resources, IT, and development); Participates in internal leadership committees

## Driving Licence

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Not Required

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