



Job Description

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Job Title Planning Officer	Job Location Pemba	Category -
Job Type Full Time	Job level Intermediate	Industry Construction

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Construction: 3 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

Our client is looking for a Planning Engineer, who will be responsible for developing and executing project plans to ensure compliance with agreed-upon timelines and construction deadlines. The role will involve budgeting and cost control, preparing detailed reports, and creating project presentations to communicate progress and updates effectively.

Responsibilities

- Develop and execute project planning to meet construction deadlines.
- Ensure compliance with project agreements and specifications.
- Manage budgeting and cost control for assigned projects.
- Prepare and present detailed reports on project progress and performance.
- Collaborate with project teams to coordinate activities and resources.
- Utilize planning software (e.g., MS Project, Primavera) for scheduling and tracking.
- Conduct regular inspections to ensure adherence to quality and safety standards.
- Communicate effectively with stakeholders to update on project status and issues.
- Identify potential risks and implement strategies to mitigate them.
- Participate in project meetings and contribute to problem-solving discussions.

Education & Qualifications

A Bachelors degree in Civil engineering, Production engineering or any related field.

Requirements

A minimum experience of 3 years

Characteristics

- Ability to develop and manage project plans and schedules effectively.
- Proficiency in financial management related to project expenses.
- Familiarity with planning software (e.g., MS Project, Primavera) and design tools (e.g., AutoCAD).
- Strong ability to assess project data and make informed decisions.
- Excellent oral and written skills for reporting and presentations.
- Ability to work collaboratively within teams and engage with stakeholders.

- Problem-Solving Skills
- Ability to prioritize tasks and meet deadlines consistently.

Driving Licence

Not Required

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