



Job Description

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|-------------------------------------|--------------------------------------|---|
| Job Title Project Manager | Job Location Dar es Salaam | Category Project & Program Management |
| Job Type Full Time | Job level Manager | Industry Agriculture |

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

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|--------------------------------|--|---|
| Min Budget - | Max Budget - | Primary Industry Agriculture: 5 Years |
| Secondary Industry - | Primary Category Project & Program Management: 3 Years | Secondary Category - |
| Certificate - | Qualification - | |

Summary

The Project Manager is responsible for ensuring the smooth running of the project by performing duties that range from overseeing the procurement of food products, keeping an eye on the operations team and the ground team; scheduling distribution, providing reports, and ensuring that the team is adequately trained.

He/she also performs the function of warehousing, organizing the dispatch and delivery of food baskets, and ensuring that goods are stored safely, keeping staff fully trained and prepared for any distribution process, maintaining health and safety standards, and keeping accurate records, and managing manhours.

A successful Project Manager is a motivational leader, hard worker, responsible for engaging their team at every start of the day to achieve the highest levels of performance, safety, quality, and attendance.

Responsibilities

- Overseeing and monitoring quality, quantity, stock levels, delivery times, transport costs, and efficiency of the food baskets to PAP's.
- Organizing warehouses, categorizing goods, and overseeing proper storage of the stock in the warehouse together with the quality and HSE
- Developing an environment that fosters open and positive team communication by setting expectations, and communicating the company's goals or
- Taking care of inquiries or compliance issues related to food baskets, delivery, and schedule
- Send regular reports by consolidating the team reports and sending them to the Client and management on the daily operations, schedule, and distribution
- Directs the workflow, motivates, trains, and monitors the performance of operations officers and the whole team in
- Monitors work processes and make suggestions for modifications to increase and improve productivity, efficiency, and accuracy for improving costs; implements changes as directed or
- Supports compliance with all appropriate policies, procedures, safety rules, and
- Coaches employees to support their development in the role, appraising them and coaching them to at as per
- Provide regular training and oversee that they are documented accordingly and reported
- May interact with clients' representatives in resolving any concerns raised by the PAPs and
- Execute logistical functions and route planning, warehouse coordination, and distribution center
- Liaise with the local government offices to ensure that there is a good relationship between the natives and the company and also coordinate with them in the scheduling of
- Overseeing the procurement of produce from the farmers/vendors and ensuring that the food products are of high quality and of a reasonable

- Perform any other duties assigned by the

Education & Qualifications

- A Bachelor's degree in Supply Chain Management, Logistics, Business Administration, or any field related to logistics management is generally obtained through completion of a three-year bachelor's degree program or equivalent combination of experience and education.

Requirements

- 5+ years' progressive experience in a fast-paced, high-volume distribution operation which included
- A minimum of 3+ years' prior experience managing a project and a project team; demonstrated leadership skills and ability to manage
- Proven working experience as an operations/ logistics personnel or related
- Record of successful warehousing, distribution, and logistics
- Demonstrable ability to lead and manage
- Excellent analytical, problem-solving and organizational
- Ability to work independently and handle multiple projects

Characteristics

- Ability to communicate effectively as a leader, both orally and in
- Good decision-making
- Possess a strategic
- Good leadership/coaching
- Good interpersonal
- Working knowledge of warehouse operations
- Strong organizational skills; attention to
- Knowledge of computers to operate effectively with Outlook, PowerPoint, Word and
- May require proficiency to operate a reach
- Must be willing to work extended hours, as needed, to meet productivity
- Strong analytical decision making and problem-solving skills
- Comfortable communicating and collaborating with different personalities, cultures, and experience levels; promoting a culture of safety, inclusivity, and respect
- Proficient in standard Project Management tools,ERP, Accounting or warehousing software
- Ability to work independently and handle multiple projects
- Proven ability to manage in a fast-paced consumer products distribution
- Excellent organizational/time management
- Ability to identify an individual's potential and fully develop that potential into team
- Strong attention to details

Driving Licence

Not Required

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