



Job Description

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Job Title Project Manager	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Manager	Industry Oil & Gas
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Oil & Gas: 10 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

The Projects Manager is responsible for overseeing and managing all aspects of project execution, from initial planning and specifications to final completion and handover. This role ensures that projects are delivered on time, within budget, and to the highest standards of quality and safety. The Projects Manager will lead cross-functional teams, coordinate with various stakeholders, and drive continuous improvement in project management practices to support the company's strategic goals and operational excellence.

Responsibilities

Technical

- **Analysis and Organization:** The role involves receiving, analyzing, and organizing needs from Affiliates, which aligns with company's focus on efficient operations and responsiveness to regional requirements.
- **Specifications and Scope:** Writing specifications and scope of works in coordination with Affiliates ensures that projects meet local needs and standards.
- **Contractor Selection:** Ensuring proper selection and alignment of contractors is crucial for maintaining quality and compliance with company's standards.
- **Follow-up:** Regular follow-up with local teams ensures that projects stay on track and issues are promptly addressed.

Project

- **Contractual Management:** Managing contractors to meet contractual obligations, including safety and quality requirements, is essential for project success.
- **Coordination:** Effective coordination between contractors and departments within the company to ensure smooth project execution.
- **HSE Enforcement:** Leading and enforcing HSE rules aligns with company's commitment to safety and environmental standards.
- **Document Consistency:** Ensuring construction documents meet permit requirements is vital for regulatory compliance.
- **Engineering Changes:** Handling engineering changes to optimize works reflects a proactive approach to project management.
- **Project Specifications:** Creating and managing project specifications and BOQs ensures clarity and precision in project execution.
- **Construction Schedule:** Ensuring smooth progress of the construction schedule is key to timely project completion.
- **Problem Solving:** Analyzing and solving construction problems demonstrates a hands-on approach to project management.
- **Commissioning Coordination:** Coordinating the hand-over from construction to commissioning phase ensures seamless

transitions.

- **Reporting:** Writing reports and maintaining project documentation supports transparency and accountability.
- **Project Completion:** Organizing project completion and follow-up action plans ensures thorough project closure.
- **Meetings and Reviews:** Participation in meetings and reviews facilitates communication and alignment with stakeholders.
- **Budget Management:** Develop, monitor, and manage project budgets to ensure financial objectives are met. Ensure cost control measures are in place and adhered to.

Corporate

- **Project Definitions:** Participating in project definitions with Business teams ensures alignment with corporate goals.
- **Technical Solutions:** Analyzing business needs and building preliminary technical solutions supports strategic planning.
- **Leadership:** Leading in technical excellence and project management, and coaching project and site managers, fosters a culture of continuous improvement.
- **Knowledge Sharing:** Sharing knowledge within the Operations Department enhances team capabilities and operational efficiency.
- **Operational Excellence:** promote operational excellence and support the AIM (Asset Integrity Management) strategy.

Education & Qualifications

- Bachelor Degree in Engineering (preferable Mechanical or Electrical).
- Masters in Engineering Management / Project Management.
- Certified Project Management professional / Certified Maintenance and Reliability Professional.
- Must be a registered professional engineer with the Engineers Registration Board

Requirements

- Minimum of 10 years working experience in the petroleum industry, construction or manufacturing on a senior technical supervisory role, incorporating, engineering design, project management and maintenance management.
- Must be proficient in using CMMS, MS project, AutoCAD and other relevant engineering and administrative software

Characteristics

Problem Solving:

- Demonstrate the ability to develop technical solutions for the installation by effectively rallying the skills of the engineers under supervision.
- Must show strong engineering/technical leadership to the team during problem solving processes

Project Management:

- Demonstrate strong project management leadership and guidance in all phases of the project life-cycle.
- Must demonstrate the ability to multi-task and to have all necessary detail and control of all on-going projects

Emotional Intelligence:

- Demonstrate strong ability to control emotions during stressful situations in the work place by showing empathy to subordinated and peers; diffuse conflicts and overcome difficult situations

Attention to Detail:

- Demonstrate the ability to pay attention to detail and follow-up/correct the work the engineers produce both administratively and, on the worksites,

Ability to Motivate Team Members:

- Demonstrate the ability to motivate the engineering team by effectively using tools such as having more effective and productive meetings, fostering a sense of community, transparency, frequent communication and providing regular employee recognition

Reporting To

Operations Manager

Driving Licence

Not Required

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