



# Job Description

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## Job Title

Role: Team Leader | Ref.: 1114-ADVT-GFS-TZ-ELE-Team Leader | EITS  
Contractor: Electrical & Instrumentation  
Scope on the EACOP Project

## Job Location

Singida

## Category

Engineering

## Job Type

Full Time

## Job level

Supervisory

## Industry

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## Open to Expatriates

Open to Expatriates & Local Nationals

## Minimum Requirements

### Min Budget

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### Max Budget

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### Primary Industry

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### Secondary Industry

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### Primary Category

Engineering: 8 Years

### Secondary Category

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### Certificate

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### Qualification

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## Summary

The Team Leader – Site Coordination is responsible for managing the daily scheduling and coordination of all on-site activities to ensure that the execution aligns with project time- lines, resource plans, and operational goals.

**Location:** Muleba | Singida

## Responsibilities

- Develop and manage daily and weekly site activity schedules in coordination with the site activity manager.
- Coordinate and allocate site resources (manpower, tools, and equipment) to meet project demands.
- Track technical documentation (e.g., test procedures, ITPs, punch lists, warranty letters) and ensure availability to field teams.
- Monitor progress of on-site works, updating schedules and identifying potential delays or conflicts.
- Liaise with subcontractors and vendors to ensure materials and equipment arrive as per the project plan.
- Conduct daily site briefings to communicate priorities, deliverables, and safety procedures.
- Track and maintain documentation of on-site activities, workforce utilization, and deviation logs.
- Define and update the site team structure and resource mobilization schedule in coordination with the Project Manager.
- Ensure all Schneider Electric and subcontracted resources are compliant with local regulations (work permits, ERB, EWURA, PAU, A1 certificates, etc.).
- Interface with design and documentation teams to ensure readiness of technical documents for field use.
- Attend internal and customer meetings regarding site operations, HSE matters, co-activity planning, and commissioning strategies.
- Support the Project Manager with updates to the event tracker and risk registers for on-site delays or disruptions.
- Report operational risks, highlight opportunities for improvement, and implement contingency plans when needed.

## Education & Qualifications

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- Bachelor's degree in Project Management, Construction Management, Engineering, or a related field.
- Certifications in scheduling or coordination (e.g., Primavera P6, PMP) are a plus.

## Preferred Additional Qualifications

- Previous international experience, particularly in developing countries or remote field sites.
- Familiarity with Schneider Electric systems and documentation practices.
- Working knowledge of HSE regulations in industrial oil & gas settings.
- Language skills in French or Swahili considered a strong asset.

## Requirements

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- 8–10 years of experience managing on-site activities for large-scale infrastructure projects, particularly in the oil & gas or energy sector.
- Proven expertise in scheduling, site team management, and interface coordination.
- Experience using project management and scheduling tools such as Primavera, Microsoft Project, or equivalents.

## Characteristics

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### Technical Skills

- Strong understanding of site-based coordination for electrical and telecom works.
- Proficient in document tracking, resource scheduling, and punch list management.
- Knowledge of logistics and material tracking in remote site conditions.
- Familiar with project tracking tools, interface registers, and event logs.
- Understanding of installation workflows, commissioning preparation, and interface dependencies.

### Personal Attributes

- Highly organized and adaptable in managing dynamic site environments.
- Excellent communication skills for cross-functional coordination and reporting.
- Proactive problem solver with strong attention to detail and follow-up discipline.
- Able to manage pressure, meet tight deadlines, and work collaboratively with multicultural teams.

### Performance Measurement (KPIs)

- Site schedule adherence vs baseline
- Timely mobilization of teams and equipment
- Completion rate of punch list and deliverable milestones
- Quality and timeliness of documentation handover
- Resource compliance with local regulations and documentation

### Work Conditions

- Field-based role in a remote site setting, requiring use of PPE and adherence to strict HSE standards.
- Requires extended work hours during peak installation and commissioning periods.
- Coordination with multiple stakeholders across different countries and time zones.
- Exposure to high-stress operational phases and critical path delivery windows.

## Driving Licence

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Not Required

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