



# Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

<b>Job Title</b> Junior Project Manager: Services	<b>Job Location</b> Dar es Salaam	<b>Category</b> -
<b>Job Type</b> Full Time	<b>Job level</b> Intermediate	<b>Industry</b> Energy & Natural Resources

**Open to Expatriates**  
Only Open to Tanzanian Nationals

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> Energy & Natural Resources: 3 Years
<b>Secondary Industry</b> -	<b>Primary Category</b> -	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

The Junior Project Manager:Services supports the execution of site services activities within the EACOP Project, ensuring effective planning, coordination, financial tracking, and delivery of Work Orders across multiple sites.

The role acts as a key link between site teams, subcontractors, project management, procurement, finance, and the customer (EACOP Co. Ltd), ensuring that all service activities are delivered safely, on time, within budget, and in compliance with contractual requirements.

## Responsibilities

### 1. Coordination and Planning

- Coordinate and track Work Orders (WO) and service activities across sites
- Assign Work Orders to Field Service Representatives (FSR) and subcontractor teams
- Maintain and update site rotation and manpower tracking
- Monitor planned vs actual manhours / days and flag deviations
- Work closely with the Scheduler and Site managers to define Manpower Plan (MPP) and resource utilization
- Confirm bookings and mobilization in the ERP system
- Notify the customer of site mobilization dates and requirements
- Ensure that the FSR and Subcontractors have all the tools and materials necessary to execute the mission before the mobilization

### 2. Procurement & Finance Interface

- Initiate PO on ERP /Create Requisitions as Requester / track billable manhours CPY / Supplier Invoices tracking /Input to finance for invoicing CPY
- Check WO received from CPY for rates, dates, resources against Job cards
- Create WO cost estimates, Ensure estimates are shared to finance CPY on acknowledgement
- Preform monthly reconciliations for sub-contractors Manhours to Bill , timesheets and CPY to be billed
- Ensure WO booking /PO Creation, SO creation
- Track billable manhours and supplier invoices
- Support invoicing and payments in close collaboration with the Project Manager and Finance and Purchasing

### Admin and Training Interface

- Sub-Contractor OJT Reporting
- Prepare and maintain weekly reports, trackers, and dashboards

- Ensure accuracy, traceability, and compliance in all project documentation
- Act as a key interface between site teams, subcontractors, and internal project stakeholders

## Education & Qualifications

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- BSc. Electrical Engineering (or Equivalent) from a Recognised University

## Requirements

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### Experience Requirements

- 3–5 years' experience in a project-based environment
- Exposure to Customer Projects, Site Services, or EPC projects
- Experience in these sectors is an added advantage: Utilities (e.g TANESCO, REA e.t.c), Mining Sector, Oil & Gas Sector (TPDC, Gas Plants)
- Experience working in a fast-paced dynamic multicultural project environment

## Characteristics

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### Professional Skills

- Strong organizational, planning, and time-management skills
- Ability to multitask, prioritize, and meet deadlines
- High attention to detail and accuracy, especially in cost and reporting activities
- Clear and Professional communication skills

### Behavioral & Mindset

- Resilient, emotionally intelligent, and professionally mature
- Growth mindset: willing to learn, take instruction, and engage with feedback
- Proactive in raising issues and proposing solutions
- Self-driven with a strong sense of integrity and accountability

### Digital & Business Tools

- Comfortable working in a digital workplace (Outlook, Teams, Copilot)
- Proficient in Microsoft Excel, Word, and PowerPoint
- Experience using ERP systems (SAP or similar) is an advantage
- Familiarity with Microsoft Project is required, and knowledge of Primavera is considered an added advantage.

## Reporting To

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- Site Services Manager

## Driving Licence

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Not Required

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