



Job Description

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Job Title Site Coordinator	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Intermediate	Industry Construction
Open to Expatriates Open to Expatriates & Local Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Construction: 8 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

Our client is looking for a Site Coordinator to oversee day-to-day operations on a large infrastructure construction project. This role will involve coordinating and scheduling all site activities, ensuring that project milestones are met and resources are efficiently utilized. Working closely with the Project Manager, the Site Coordinator will manage site teams, track progress, and adjust schedules as needed to avoid delays. The Site Coordinator will also liaise with subcontractors, vendors, and internal stakeholders to ensure timely availability of materials and equipment, while maintaining strict adherence to safety standards and local regulations. Additionally, he will prepare and manage site documentation, support communication across teams, and proactively address any risks or issues that may arise.

Responsibilities

- Work closely with the Project Manager to align the site schedule with the overall project timeline. Develop and manage the daily and weekly site activity schedules, ensuring all tasks are clearly defined, Sequenced, and properly allocated.
- Coordinate the activities of site teams, ensuring efficient use of personnel and resources. Creates and tracks various documents, in close coordination with the Project Manager (like: the punch list tracking file for all IG or OG suppliers - manufacturers or integrators)
- Monitor progress of site works, making adjustments to the schedule as needed to meet deadlines and avoid bottlenecks.
- Liaise with subcontractors, vendors, and internal teams to ensure all necessary equipment, materials, and personnel are available on-site when needed.
- Ensure proper documentation of daily site activities, including work completed, resource usage, and any delays or issues.
- Conduct daily briefings with site teams to communicate schedules, expectations, and safety protocols.
- Ensure all site activities comply with safety standards, as well as local regulations and client requirements.
- Coordinate with the Logistics and Procurement teams to ensure timely delivery of materials and equipment to the site.
- Assesses or defines the Site organization needed for all activities; lists all design & operational documents required by FSE to perform installation & commissioning activities and completing the document list follow up with support of Documentation Manager (test scripts, ITP, warranty letters, I&O list, OPC file etc..)
- Definition and booking of required resources: depending on the progress of activities on site, and on the basis of the resource requirements necessary to carry out these activities, anticipates and plans by communicating these requirements and mobilization schedule to the Project Manager and his/her Team Leader.
- Review and Reporting: prepares and regularly reviews (weekly) records in event tracker file to follow-up the impact of works not performed as scheduled, supports the Project Manager
- Communication: attends customer meetings dedicated to organization & follow-up of on-site activities (HSE topics, co-activity, detailed planning for commissioning, interface with other parties for scope of supply or service etc..) attends all regular meetings of project team to share progress of site activities, escalates risks & opportunities on site, gets alignment with

strategy and collects all necessary data

Education & Qualifications

- Bachelor's degree in Project Management, Construction Management, Engineering, or a related field.
- Relevant certifications in project coordination or scheduling are an advantage.

Requirements

- A minimum of 8-10 years of experience in site coordination, scheduling, and team management in large-scale infrastructure projects.
- Proven experience in scheduling site activities and coordinating large teams across multidisciplinary projects.
- Familiarity with project management tools and scheduling software, such as Microsoft Project, Primavera, or equivalent.

Characteristics

- Strong organizational and multitasking abilities to manage multiple site activities simultaneously.
- Excellent communication skills for effective liaison with internal teams, subcontractors, and external stakeholders.
- Detail-oriented with strong problem-solving capabilities to ensure smooth site operations.
- Proactive in identifying risks and opportunities on-site, with the ability to adjust plans as needed.
- Strong leadership skills for managing site teams and ensuring efficient use of resources.
- Ability to work under pressure in remote or challenging environments.
- Proficient in project management tools and scheduling software (e.g., Microsoft Project, Primavera).
- Solid understanding of site logistics and scheduling for large-scale infrastructure projects.
- In-depth knowledge of safety standards and local regulations in industrial or construction environments.
- Strong ability to track project progress and ensure alignment with overall project goals and timelines.
- Experience in handling complex logistical operations and mitigating risks related to site delays.

Driving Licence

Not Required

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