



# Job Description

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<b>Job Title</b> Site Regional Specialist- South Africa	<b>Job Location</b> Western Cape	<b>Category</b> -
<b>Job Type</b> Full Time	<b>Job level</b> Intermediate	<b>Industry</b> Telecommunication

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

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> Telecommunication: 3 Years
<b>Secondary Industry</b> -	<b>Primary Category</b> -	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

This position is responsible for all post-construction and post-acquisition asset management. It requires a strong understanding of the contracts that bind our assets to our landowners, clients, and on-site construction quality. The Regional Site Specialist will be proficient in the management of remedial maintenance, lighting and monitoring, building and grounds upkeep, installation, performing audits as required by the local, district, area, and corporate or regulatory agencies, and responsible for the collection, management, and maintenance of data.

## Responsibilities

- Site Maintenance and Audits
  - \* Development of guideline specifications and standards; ensure standards are met, sites visited, and sites are maintained; ensure sites are audited to maintain safety regulations; updated built site audit sheet; responding queries; resolve power to site issues.
- Contractor Agreements
  - \* Quality assurance and ensuring standards are maintained and implemented.
- Insurance and Incident Reporting
  - \* Update Atlas Insurance Tracker continuously; attend to incidents and claims and ensure completion with the insurer in a timely manner.
- Tenant Applications and Lease Agreements
  - \* Approval of colocation applications; attending of kick-off meetings; site marketing; relationship building; management of process and ensuring approval outcome; quality assurance; attending to queries and amendments from MNOs.
- M&A's
  - \* Due diligence on P&S sites; facilitate closing documents; queries resolved and inter-departmental flow enabled.
- One Drive, Document Management and Flow Process
  - \* All work and documents to be loaded on One Drive; facilitate in One Drive / hard copy file process signoff; 3rd party applications and approvals are facilitated; suggestions are made to assist the process.
- Other projects and duties as assigned.

## Driving Licence

Not Required

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