

JOB VACANCIES

WE ARE HIRING



- ✓ **PROJECT MANAGER**
CIVIL WORKS AND POWER PROJECTS
- ✓ **2 PROJECT SUPERVISOR:**
CIVIL WORKS AND POWER PROJECTS
- ✓ **PROJECT COORDINATOR:**
SITE ACQUISITION AND CONTRACT MANAGEMENT

Deadline for application is
12th March 2023

To apply:
career.tz@tigo.co.tz

tigo





JOB DESCRIPTION

Position: **PROJECT COORDINATOR: SITE ACQUISITION AND CONTRACT MANAGEMENT**

Feb 2023

JOB PURPOSE

We are seeking a highly motivated and organized project coordinator to join our team and support our site acquisition and contract management projects. The successful candidate will play a crucial role in ensuring project timelines and budgets are met, as well as managing and negotiating contracts with landlords and vendors.

Key Qualities

Focused, customer centric, agile mindset and passionate toward continuous improvement on deliverables to meet customer expectations, committed to efficiency and effective delivery, full of integrity and transparency.

Job Type

Fixed Contract

CORE RESPONSIBILITIES

- Conduct site visits to evaluate potential locations and negotiate leases and contracts with landlords and vendors.
- Maintain accurate records of contracts, agreements and project documents.
- Prepare and distribute project status reports to stakeholders.
- Ensure project budgets are managed effectively and expenses are properly recorded and accounted for.
- Assist in identifying potential sites for acquisition.
- Assist in drafting and negotiating contracts, preparing and submitting documents related to site acquisition and contract management.
- Monitor and report on project progress to ensure compliance with timelines and budgets.
- Liaise with stakeholders, including government agencies and private entities.
- Ensure compliance with legal and regulatory requirements.
- Develop and maintain relationships with vendors and suppliers.
- Manage and coordinate multiple project requests.
- Troubleshoot and resolve issues related to site acquisition and contract management.
- Perform any other tasks as assigned.

ACADEMIC QUALIFICATIONS

- Bachelor's degree in business, law, project management or related field.
- Proven experience in site acquisition and contract management.
- Knowledge of various project management tools is essential.
- Strong knowledge of legal and regulatory requirements.
- Proficiency with the MS Office Suite including Microsoft Word, Excel, Power Point, Project and Visio.
- Knowledge of Telecommunications, Civil and Power, and Project Management, Management.

WORKING EXPERIENCE

- At least 3 years of experience in project management and coordination, site acquisition and contract management related to Telecommunications Industry.

CORE COMPETENCIES

- Ability to work well under pressure and manage multiple tasks simultaneously.
- Strong leadership skills, with the ability to manage project teams and contractors.
- Strong communication and interpersonal skills (Effective communication, writing and presentation skills, negotiations).
- Excellent problem-solving and decision-making skills.
- Independent and with good work attitude and decision making.
- Risk assessment and management skills.
- Project management and management skills.
- Ability to work independently and as part of a team.



JOB DESCRIPTION

Position: PROJECT SUPERVISOR: CIVIL WORKS AND POWER PROJECTS

Feb 2023

JOB PURPOSE

We are seeking a highly motivated project supervisor in civil works and power engineering to join our exciting team. The successful candidate will be responsible for supervising the planning, implementation, and tracking of specific short-term and long-term projects as per MIC Tanzania Public Limited Company policies and processes.

Ideal candidate must be well-versed in all construction methodologies and procedures and able to work with a team of professionals of different disciplines to achieve the best results.

Key Qualities

Focused, customer centric, agile mindset and passionate toward continuous improvement on deliverables to meet customer expectations. You are committed to efficiency and effective delivery, full of integrity and transparency.

Job Type

Contract

CORE RESPONSIBILITIES

- Prepare reports, records, and key performance indicators required to manage costs, productivity, and achieve optimal efficiencies.
- Develop, implement, and enforce safety policies, procedures, standards.
- Supervise civil works contractors on site and takes charge of generating deficiency report.
- Generate material order list and arrange for material delivery to site.
- Overall materials management and reporting.
- Identify and manage project risks and implement mitigation strategies.
- Coordinate technical site surveys, High level and Low-level reviewing and approval.
- Generates and circulate reports daily, weekly and monthly reports on project progress.
- Ensures that installation teams are working according to the MIC Tanzania plc health and safety plan and policy.
- Coordination and management of site handover to operations including ensuring that all snags/ deficiencies related to project installations are addressed and resolved.
- Provide technical guidance and support to project team members.
- Coordinate project teams communications and interactions with all key stakeholders.
- Budget management, CAPEX Execution and reporting.
- Keep record of project risks/ issues, develop mitigation/ resolutions and follow-up their resolution.
- Participation in tendering process including preparing scope of work, selection process and analysis of proposals and suppliers.
- Comply to MIC Tanzania plc internal policies, controls and procedures.

ACADEMIC QUALIFICATIONS

- Bachelor's degree in Civil/Electrical Engineering or any related field.
- Project Management basic trainings is added advantages.
- Knowledge of various project management tools is essential.
- Proficiency with the MS Office Suite including Microsoft Word, Excel, Power Point, Project and Visio.
- Proficiency with Auto-CAD and other engineering drawing tools.
- Knowledge of Telecommunications, Civil and Power, and Project Management, Management.

WORKING EXPERIENCE

- At least 3 years of experience in project management, with a focus on Civil Works and Power Engineering related to Telecommunications Industry.

CORE COMPETENCIES

- Technical skills on telecommunications, civil works and power.
- Strong leadership skills, with the ability to manage project teams and contractors.
- Strong communication and interpersonal skills (Effective communication, writing and presentation skills, negotiations).
- Demonstrated problem solving skills and Innovation.
- Independent and with good work attitude and decision making.
- Risk assessment and management skills.
- Project management and management skills.
- Ability to work well under pressure and manage multiple tasks simultaneously.



JOB DESCRIPTION

Position: PROJECT MANAGER IN CIVIL WORKS AND POWER PROJECTS

Feb 2023

JOB PURPOSE

We are seeking a highly motivated Project Manager in civil works and power engineering to join our exciting team. The successful candidate will be responsible for overseeing the planning, implementation, and tracking of specific short-term and long-term projects as per MIC Tanzania plc policies and processes.

Ideal candidate must be well-versed in all construction methodologies and procedures and able to coordinate a team of professionals of different disciplines to achieve the best results.

Key Qualities

Focused, customer centric, agile mindset and passionate toward continuous improvement on deliverables to meet customer expectations, committed to efficiency and effective delivery, full of integrity and transparency.

Job Type

Fixed contract

CORE RESPONSIBILITIES

- Develop project plans and ensure project objectives are met within specified timeframes, budget and quality.
- Collaborate and manage the relationship with all stakeholders to determine the specifications of the project.
- Obtain permits and licenses from appropriate authorities as per project requirements.
- Determine needed resources (manpower, equipment and materials) from start to finish with attention to budgetary limitations.
- Plan all construction operations and schedule intermediate phases to ensure deadlines will be met.
- Acquire equipment and material and monitor stocks to timely handle inadequacies.
- Evaluate progress and prepare detailed project documentations including project charters, status reports, and risk management plans.
- Communicate regularly with stakeholders to ensure clarity of objectives and expectations.
- Identify and manage project risks and issues including scheduling and resource conflicts.
- Finalize acceptance and handover of deliverables with proper contractual documentation and generate Acceptance Documentation according to acceptance protocol or agreement.
- Monitor performance of project teams and subcontractors. Provide feedback to resource owner and/or procurement.
- Budget management, CAPEX Execution and reporting.
- Participation in tendering process including preparing scope of work, selection process and analysis of proposals and suppliers.
- Comply to MIC Tanzania plc internal policies, controls and procedures including HSE/OHS.

ACADEMIC QUALIFICATIONS

- Bachelor's degree in Civil/Electrical Engineering or any related field.
- Masters degree is desirable.
- Project management professional certification (PMP/ Prince2) is added advantage.
- Knowledge of various project management tools is essential.
- Proficiency with the MS Office Suite including Microsoft Word, Excel, Power Point, Project and Visio.
- Proficiency with Auto CAD and other civil works drawing tools and software
- Knowledge of Telecommunications, Civil and Power, Project Management, Management, and Basic Finance Management.

WORKING EXPERIENCE

- At least 5 years of experience in project management, with a focus on Civil Works and Power Engineering related to Telecommunications Industry.

CORE COMPETENCIES

- Technical skills on telecommunications, civil works and power.
- Strong leadership skills, with the ability to manage project teams and contractors
- Strong communication and interpersonal skills (Effective communication, writing and presentation skills, negotiations)
- Demonstrated problem solving skills and Innovation.
- Independent and with good work attitude and decision making.
- Risk assessment and management skills.
- Project management and management skills.
- Ability to work well under pressure and manage multiple tasks simultaneously.