



1. JOB TITLE: **Capital Projects Coordinator II**

Locations: Dar Es Salaam, Tanzania Office

time type: Full time

job requisition id: JR100138

Who We Are

SBA Communications (SBA) is an industry leader in providing the wireless infrastructure that makes communication work, with a track record of growth throughout the Americas, South Africa and Southeast Asia. Our purpose is to enable the communications that are essential in connecting people. We are listed on NASDAQ under the symbol SBAC and our organization is part of the S&P 500. SBA is also one of the top 20 Real Estate Investment Trusts (REITs) based on market capitalization.

The People

Our success stems from our collaborative environment, where differences are appreciated and our team members are considered our most valued asset. Together we uphold the highest moral and ethical standards, are excellent stewards of our financial resources, we prioritize quality and we do things right the first time. We innovate new, efficient and effective ways to do business, and we go the extra mile to provide excellent customer service to our clients and to each other. We enjoy each other's company and we work hard to make those around us successful.

The Perks

One of our values is to be People Focused, and as such, we are committed to our team members' current and evolving needs through our global compensation and benefits programs. Our strategy is to provide programs and resources focused on four pillars of overall well-being: Physical, Emotional, Financial and Social. Additionally, we help our

team members navigate their path towards financial security through our Global Stock Ownership and Employee Stock Purchase Programs.

Your Next Career Opportunity – Capital Projects Coordinator II

The Capital Projects Coordinator II is responsible for the timely delivery of multiple projects on the tower portfolio and budget. Reporting directly to the Senior Manager, Capital Projects they will work closely with the Sales team who are responsible for all customer liaisons. The incumbent is responsible for creating and maintaining documentation for customer applications, tracking all milestones in internal trackers, processing project related fees as well as scanning, mailing and notarizing fully executed copies of the lease agreements to the customer.

What You Will Do – Primary Responsibilities

- Management of projects from the initial audit and feasibility stage, scoping to coordination of contractor site works to handover to customer and final site acceptance.
- Responsible for overall project financial performance and ensuring assigned projects attain an acceptable profit margin.
- Manage project finances by daily tracking of financial detail and by providing weekly or monthly reports as directed.
- Ability to manage and drive subcontractors and suppliers.
- Responsible for the planning and overall project schedule along with the use and management of appropriate internal tracking system.
- Establishment of project program and delivery against such program.
- Responsible for ensuring all risks to both project and program are identified, managed and mitigated.
- Responsible for fostering and managing relationships with both internal and external customers.
- Provide regular reports to management detailing project performance, staffing updates and new business opportunities.
- Provides administrative support to all the Project Managers.
- Overall responsibility for resource management and forward planning with internal parties, customers and suppliers.
- Ensure compliance with Environmental, Health and Safety regulatory requirements for all company personnel and 3rd party vendors.
- Other projects and duties as assigned.

What You'll Need – Qualifications & Requirements

- Bachelor's Degree HND/ Degree in Civil, Mechanical or Electrical Engineering and/or Construction Project Management preferred;
 - and 0-2 years 2 years' experience on job or related role.
- Demonstrated knowledge and intermediate proficiency working with Microsoft Office Suite software including Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Microsoft Outlook.
- Domestic Travel 30% of the time travel may be required in support of the position's responsibilities.
- Valid Government Issued Driver's License

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2. JOB TITLE: Capital Projects Manager

Locations : Dar Es Salaam, Tanzania Office

time type: Full time

job requisition id: JR100137

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Your Next Career Opportunity – Capital Projects Manager

The Capital Projects Manager (PM) is responsible for the delivery of multiple projects in the Company portfolio within their designated region. Reporting directly to the Senior Manager, Projects the PM will work closely with the Sales team to meet customer expectations on a particular project within set deadlines. The incumbent will spearhead all new project activity from the initial planning meeting to the final site handoff with the customer. The Project Manager will drive strong customer service both internally and externally and be successful at ensuring client relationships are well maintained at the market level, all while ensuring project timelines are met and within budget.

What You Will Do – Primary Responsibilities

- Managing all deployment activities including internal pre-deployment meetings, client deployment meetings to ensure all products lines are developed within the standards set forth by the Company policies and procedures.
- Responsible for creating, updating and managing individual project budgets to ensure assigned projects attain an acceptable profit margin and returns on investment.
- Proactively building and maintaining strong customer relationships; maintaining consistent communication and managing customer needs and expectations by meeting project timelines.
- Collaborate with Sales and Program Management to set proper customer expectations and then delivering a quality product on time and within budget.
- Proactively identifying potential risk issues and collaborating cross-functionally to develop a preventative action plan to address them.
- Ensuring repeat business at the market level through sustainable and repeatable processes and performance against customer expectations.
- Ensuring that department's goals, objectives, quality standards, policies and procedures are adhered to and met and consistent communication occurs throughout area of responsibility as well as through the department and across the organization.

- Maintaining milestones within the project database on a daily basis and communicating project updates and timelines to the relevant parties.
- Managing all internal processes and clearances to ensure and document compliance with Company policies and procedures prior to releasing any project to selected vendors.
- Ensuring compliance with Environmental, Health and Safety regulatory requirements for all company personnel and 3rd party vendors.
- Managing projects from the initial audit and feasibility stage, scoping to coordination of contractor site works to handover to customer and final site acceptance.
- Overall responsibility for resource management and forward planning with internal parties, customers and suppliers.
- Other projects and duties as assigned.

What You'll Need – Qualifications & Requirements

- Bachelor's Degree in Civil, Electrical Engineering and/or Construction Management preferred;
 - and 3-5 years (3) or more years of experience in project managing wireless telecommunication site development, including collocation and site sharing. Demonstrated expertise in project/ program management with wireless telecommunication site construction projects through prior experience in network deployment and/ or large-scale construction projects preferred. Strong working knowledge of all aspects of the wireless tower industry including knowledge of tower citing and construction, engineering, zoning, tenant and ground leases, and regulatory compliance.
- Demonstrated knowledge and intermediate proficiency working with Microsoft Office Suite software including Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Microsoft Outlook.
- Domestic Travel 40% of the time travel within Tanzania may be required in support of the position's responsibilities.
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