



## **JOB TITLE: Project Manager**

Dodoma, Dodoma

Employment Type: **Full-Time**

Minimum Experience: **Experienced**

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**This position is located in Dodoma. We are accepting applications through 5/31/2024.**

### **Who is Water Mission?**

Water Mission is a Christian engineering nonprofit that builds safe water solutions for people in developing countries, refugee camps, and disaster areas. Since 2001, Water Mission has served more than 8 million people in 60 countries, sharing safe water and the message of God's love. Working at Water Mission is as much a calling as it is a career, and we are searching for people with the courage, passion, and drive to help us change the world. Read more about our [Statement of Faith](#) and [Christian Mission](#).

### **What is the opportunity?**

Under the direction of the Regional Manager, the Project Manager is responsible for performing project management tasks within the Country Program following established standards and procedures. This position requires that the person resides near the regional office in Dodoma. The position will require frequent travel to project/field locations.

The Project Manager is responsible for leading himself/herself and the staff in developing a biblical worldview culture that leads to God-honoring excellence in all work and reinforcing the following: providing accurate data, empowering staff to have the skills and mindset needed to acknowledge mistakes or problems as opportunities to find appropriate solutions, and empowering staff to consistently work for excellence in solutions that are consistent with Water Mission's mission, vision, values, and standards.

A successful Project Manager is:

Responsible for ensuring all work is completed to a high degree of excellence and according to all standards, values, and requirements of Water Mission Tanzania. Because Water Mission Tanzania seeks to share the good news of Living Water, all employees are expected to share the gospel through their words and actions. The following list is meant to be a guideline:

- Maintain a strong Christian witness and model servant leadership to colleagues, donors, volunteers, and the public.
- Understand, support, and nurture the Vision, Mission, and Values of Water Mission.
- Conduct feasibility studies and needs assessments to identify target communities and their requirements.
- Develop project plans outlining project goals, objectives, tasks, timelines, and resource requirements.
- Provide project management oversight of all assigned projects by tracking the scope of work, project schedule, and budget using Water Mission project management software systems.
- Coordinate the allocation of human resources, equipment, and materials needed for project implementation.
- Provide direction and assistance for staff, contractors, and volunteers who are working on assigned projects.
- Provide as-needed onsite project management in support of assigned projects.
- Identify potential risks and develop mitigation strategies to address them.
- Monitor project activities to ensure compliance with safety standards and regulations.
- Conduct field inspections and site assessments as needed under the direction of the Country Director and/or his/her designer.
- Maintain regular contact with Department Heads, Water Mission headquarters, Program Manager, and stakeholders.
- Liaise with local communities, government agencies, donors, and other stakeholders to gather support and ensure project alignment with community needs.
- Oversee project procurement planning and the submission of procurement requisitions in accordance with WMT procurement policy and guidelines.
- Assist with proposal writing, grant applications, and grant reporting.
- Ensure the Assetas is updated and accurate for all assigned projects as per Water Mission requirements.
- Prepare regular progress reports for internal stakeholders, donors, and partners.
- Maintain comprehensive project documentation, including financial records, activity reports, and evaluation findings.

- Ensure all service contracts are properly tracked and pay apps updated accordingly every month and provided to accounting as and when needed.
- Oversee the effective coordination of all assigned project activities between engineering, community development, and procurement.
- Management of local contractors.
- Support staff resource tracking and scheduling to ensure good utilization of staff time.
- Support vehicle tracking and scheduling to ensure controlled/accountable mileage.
- Participate in continuing education through Water Mission University, Water Mission Office of Project Excellence, and other sources as may be approved from time to time.
- Develop growing capabilities and excellence in communication skills, including technical writing.
- Any other duties assigned by your supervisor.

#### **What is required?**

- Personal and growing relationship with Jesus Christ.
- Alignment with Water Mission's Statement of Faith and core values of Love, Excellence, and Integrity.
- A minimum of a bachelor's degree in engineering – Civil, Water Engineering, Chemical, or Mechanical, Construction Management, or Project Management.
- Two years of experience in water and/or wastewater engineering or community development work.
- Practical experience in project implementation.
- Advanced skills with MS Office.
- Experience in project management software.
- Excellent verbal and written communication skills (English and Swahili are the preferred languages).
- Excellent analytical skills, project planning, monitoring, and management skills.
- A strong work ethic and self-starter demonstrating initiative.
- Ability and willingness to travel.

**[APPLY HERE](#)**