



## 1. SENIOR SPECIALIST ENVIRONMENTAL AND SOCIAL MANAGEMENT

Department: SUSTAINABLE FINANCE UNIT

Location: Tanzania Head Office

Number of openings: 1

### **Job Purpose**

Responsible for managing Environmental and Social (E&S) due diligence, portfolio monitoring, technical advice and adding value to ensure quality in bank portfolio/clients. The incumbent should have the knowledge to apply IFC Performance Standards as part of the E&S due diligence; Climate risk management including knowledge on calculation and keeping track on the bank's GHG emission reduction targets. He/she will also be responsible for E&S management activities within the bank and working closely with the relevant business units.

### **Principle Responsibilities**

- Assess gaps against the E&S requirements / policies and identify opportunities for value addition.
- Appoint and manage specialist consultants, including for complex E&S due diligence and / or monitoring.
- Ensure that all investment decisions are supported by appropriate due diligence documentation, including, but not limited to, an E&S section in each final Investment Memorandum/appraisal report.
- Support in negotiations with bank clients to ensure that appropriate environmental representations, warranties, and covenants are embedded in legal agreements, including E&S action plans (where appropriate).
- Post-disbursement, work with clients to improve their E&S management systems, policies and procedures, including the implementation of E&S action plans (where relevant).
- Supervise portfolio projects' on-going compliance with the applicable requirements on a regular basis.

- Conducting site visits, monitoring the implementation of E&S action plan (if any) by the clients, working with clients to improve their E&S management systems, policies and procedures, reviewing clients' annual reports, and recording clients' E&S ongoing performance.
- Resolving E&S issues in case of non-compliance, and where needed, preparing a time-bound corrective action plan with specific follow-up procedures.
- Contribute to the delivery of E&S training, both for internal business teams, credit risk management and for clients where possible.
- Mentoring and working with more junior team members.
- Represent the bank to external stakeholders engagements.
- Work on ad hoc projects. For instance, external communications on E&S, such as an annual E&S report and case studies highlighting E&S value addition.
- Support bank's identifying both sustainability and climate finance opportunities in coordination and collaboration from various partners and stakeholders.
- Technical Assistance (TA) grant funds management for E&S implementation from Various Funders/Financiers
- Coordinate initiatives in greening CRDB.

### **Qualifications Required**

- Advanced university degree (masters or equivalent) in a relevant discipline, preferably environmental engineering, environmental or social studies; Climate Finance; development studies/development finance; or a similar area.
- 5-10 years' work experience in a related field (relevant sector, strong experience of E&S due diligences, Environmental Impact Assessment, Environmental Audit), preferably within E&S consulting, development finance or FIs with robust E&S management frameworks and track record.
- Strong communication skills, including report writing (use of PowerPoint and diagrams to present information in a concise format) and oral communication.
- Effective negotiation skills, including the ability to be persuasive as well as to listen and pragmatically identify when compromise is required.
- Highly motivated and results driven with Strong analytical and problem-solving skills.
- Excellent logical reasoning and structure in thought and communications.
- Proven ability to mentor and grow the skills of team members.
- Demonstrated ability to independently manage and prioritise a busy and diverse workload with a range of deliverables for a variety of stakeholders.
- Enjoy working as part of a team, collaborating and coordinating where appropriate.

- Good judgement and attention to detail.
- Strong knowledge of relevant sectors and E&S issues with insight into the challenges associated with implementing E&S improvements in our markets.
- Good experience of the IFC Performance Standards
- Knowledge of the World Bank's EHS Guidelines and / or similar standards
- Experience analysing the E&S management systems of companies.

**Deadline:** 2024-06-30

**Employment Terms:** PERMANENT

To Apply, [CLICK HERE](#)

## 2. CONSTRUCTIONS PROJECT MANAGER

Department: PROJECT MANAGEMENT OFFICE UNIT

Location: Tanzania Head Office

Number of openings: 1

### Job Purpose

Responsible for the successful planning, execution, monitoring, control, and closure of the construction projects. Project Manager will organize and oversee construction procedures and ensure they are completed in a timely and efficient manner. The individual must be well-versed in all construction methodologies and able to coordinate a team of professionals of different disciplines to achieve the best results. The goal is to ensure all construction projects are delivered according to agreed scope, quality, budget, and time.

### Principle Responsibilities

- Manage and oversee the day-to-day construction management of the project
- Coordinate internal resources and third parties/vendors for the flawless execution of construction projects
- Ensure that all construction projects are delivered on time, within scope and within budget.
- Developing project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility.
- Use appropriate verification techniques to manage changes in project scope, schedule and costs.

- Plan and coordinate the review and approval of drawings/layout from key relevant stakeholders
- Participate and manage the review of cost estimates with key stakeholders and ensure the cost estimates are appropriate, agreed by relevant stakeholders
- Review and ensure tender documents are accurate and correctly prepared for issuing to the relevant bidders
- Ensure procurement governance is adhered to during the tendering process
- Ensure the contracts for all vendors in a project are in place and signed by all relevant stakeholders
- Plan and manage the site handover to the contractor(s).
- Plan and manage the building permit before the commencing of the construction activities at the site and other regulatory requirements
- Monitor and measure project performance using appropriate or agreed systems, tools, and techniques
- Plan, arrange, and attend site visits, ensuring all key relevant stakeholders attend site meetings.
- Report and escalate to management as needed
- Manage the relationship with the client and all stakeholders
- Perform risk management to minimize project risks
- Proactively create and maintain comprehensive project documentation
- Obtain permits and licenses from appropriate authorities.
- Identify, analyse and prepare risk mitigation tactics
- Evaluate progress and prepare detailed reports
- Monitor and maintain the project construction schedule on a weekly basis
- Monitor and report to relevance committees, line manager or/and higher level management, including progress report, risks, issues, dependencies etc in a timely manner
- Collaborate with engineers, architects, Quantity Surveyors etc to determine the specifications of the project.
- Maintain and enforce good construction standards and quality control
- Manage stakeholders
- Define and measure success metrics and monitor change progress

- Manage and custodian of all relevant governance such as procurement governance, construction projects governance
- Ensure completion of and track all independent testing and inspections as required for all services (air-conditioning, network, electrical, security and all other systems).
- Ensure the completion of all snags and defects during the project life cycle
- Plan, manage and monitor the purchase and delivery of all items related to the branch operations
- Plan and coordinate the inspection of the premises before the operations, such as Bank of Tanzania (BOT), Occupation Safety and Health Administration (OSHA) etc
- Any other ad-hoc projects and duties as required by the management.

### **Supervision Functions:**

- Provide support, advice and guidance to business units, construction project teams and the staff under his/her supervision in achieving their individual, unit and Bank wide performance goals.

### **Others:**

- Preparing and agreeing on working plans with support functions
- Preparing and agreeing a weekly and monthly action plan and regular performance feedback with the construction projects working Leads

### **Qualifications Required**

- Bachelor's degree/Master's degree from any recognized University
- Project Management Professionals/Certification is an added advantage
- Minimum 5 years of experience related to Project Management or successful delivery of construction projects.
- In-depth understanding of construction procedures, materials, and project management principles
- Must have excellent communication skills with ability to communicate across all levels of the organization, present complex ideas concisely and clearly articulate technical ideas to all audiences.
- Good knowledge of Microsoft Project Office, presentation skills using Microsoft PowerPoint
- Excellent organizational and time-management skills
- A team player with leadership abilities.
- Ability to act as a project "driver" and drive implementation of key initiatives.

- Ability to work in dynamic conditions, and transition quickly between collaborative and individual work.
- Ability to work in a team and motivate others to achieve the desired goals

Deadline: 2024-06-30

Employment Terms: PERMANENT

To Apply, [\*\*CLICK HERE\*\*](#)