

Watoto

JOB OPPORTUNITY

Job Title: Projects Team Leader
Organization: Watoto Church Ministries
Duty Station: Watoto Church Downtown, Kampala

Watoto Church Ministries has experienced exponential growth in the past couple of years composed of multiple Celebration Centers (Campuses) and diverse Community care initiatives that include Child Care, Community and Neighborhood, Education and FM Radio amongst others. In all of this, Watoto remains a local church, committed to celebrating Christ and caring for community.

We are seeking to recruit a **Projects Team Leader** to provide strategic oversight and technical leadership in the conceptualisation, planning and execution of projects to the required standards, ensuring value for money and effective utilisation of the ministry resources.

Key Duties and Responsibilities (but not limited to)

1. Strategy and policy development

- Develop the projects management policy based on established rules and regulations.
- Oversee and develop standard operating procedures and standard documentation for effective management of all Watoto projects.
- Participate and contribute to the development of long-term plans and strategy for Watoto projects.

2. Develop Project designs and plans

- Spearhead the development of the annual projects plan and budget.
- Consult with team leaders on all aspects of project preparation and manage value for money as well as project cost estimates and the documentation for contract bids.
- Develop and maintain an UpToDate database of all existing and planned Watoto projects.
- Participate in the project design in consultation with all stakeholders and other technical teams to make sure that design intentions are clear and met, and compliance with regulations.

3. Project management and implementation

- Participate in the preparation of tender documents and contracts for projects and valuations to guarantee compliance to relevant regulations.
- Recognize the appropriate project team leads, address quality, safety, health, plus environment issues and ensure compliance with quality standards and participation in ISO audits.
- Construct proposals for new work or variations for existing projects in consultation with relevant teams and ensure proper inventory and record management.
- Establish effective project governance, processes, and systems to be utilised throughout project and duly constituted project teams.
- Ensure effective valuation of completed works and issue of certificates of completion before contractors are paid.
- Conduct routine site visits and check on compliance of building regulations, quality standards and safety methods.
- Supervise and coordinate the work of contractors, skilled labour and specialised materials for projects and ensures timely completion and compliance to the terms of the contracts.
- Monitor and evaluate project against set and approved targets which include planning implementation, tracking implementation process and progress as well as document lessons learnt.



4. Human resource management and development

- Support the new staff in the department with orientation and ensure the performance standards are well explained.
- Supervise the overall operations of the team and ensure that staff have clear performance standards according to their job descriptions and department work plans.
- Conduct staff appraisals and determine training needs and support to train, coach, and mentor staff in the department to deliver high performance.
- Prepare a schedule of annual leave appropriately and always ensure adequate security cover.

5. Preparation of Projects reports

- Provide and organize the accurate weekly project updates, quarterly progress reports and specific project reports and any other reports when necessary to supervisor in a timely manner.
- Prepare the quarterly and monthly project financial report status inclusive but not limited to project utilization reports, current payments against contract sums and pending payments.
- Organise quarterly project review meetings with management and other stakeholders.
- Prepare the final project completion reports.

Qualifications, Skills, and Experience

- **Mandatory requirement: the applicant should be a born-again Christian, a member of Watoto Church and a member of a cell group.**
- The applicant for the role should hold at least a minimum of a bachelor's degree (minimum of an upper second class) in Civil Engineering.
- A minimum of 10 years' working experience in project management of construction projects.
- Membership in a professional body of Engineers of Uganda.
- Practical knowledge in project and/or civil engineering management software packages such as Project Management Professional (PMP), Prince 2, or Agile certification is required.
- Working with wide stakeholder base at multiple levels of governance.
- Computer literacy. The candidate should be conversant with complete aided design (CAD) file.
- Good interpersonal skills, strong communication skills, both verbal and written.
- Proven conceptual & Technical skills.
- Possesses good knowledge of budgeting and financial management.
- Proven experience in leadership role, diplomacy, and ability to positively influence others.
- Track record demonstrating high integrity, innovativeness, creativity, reliability and dependable.

How to Apply

All suitably qualified and interested candidates can apply by visiting our website.

1. Website www.watotochurch.com
2. Go to the Join the Team section click **Apply**.
3. Under that, view the Job description and click on the link that reads; **Apply**.
4. Fill out the form that will be open and submit after all sections have been filled.
5. Submit your CV, academic and professional documents, and a cell/pastor's recommendation letter to careers@watotochurch.com (Subject Line: Job Title - First Name, Last Name)

DEADLINE: 15th / September /2023.

ONLY SUCCESSFUL APPLICANTS WILL BE SHORT LISTED AND CONTACTED FOR INTERVIEWS.

