



PROJECT ADMINISTRATOR (2 YEARS CONTRACT)

Reporting Line: HEAD OF PROJECT MANAGEMENT OFFICE

Location: Tanzania Head Office

Department: PROJECT MANAGEMENT OFFICE UNIT

Number of openings: 1

Job Purpose

To provide comprehensive administrative and project management support to a team of project and program managers managing a wide portfolio of the bank's strategic projects, ensuring effective coordination, documentation, reporting, and stakeholder engagement in alignment with PMO best practices.

Principle Responsibilities

- Coordinate the review and approval of supplier payments in line with the agreed turnaround time (TAT) to ensure vendors are paid promptly.
- Facilitate timely preparation, review, and approval of purchase requisitions and motivation documents to avoid procurement delays.
- Maintain an organized project documentation repository for all PMO-led projects, ensuring documents such as project charters, status reports, risk logs, and change requests are updated and complete. Escalate documentation gaps to the relevant project manager or PMO lead for action.
- Ensure version control and document security for all key project records.
- Schedule project meetings, distribute agendas, and circulate meeting materials in advance.
- Record minutes of project meetings, ensure key actions are captured, and follow up on action items to ensure closure within agreed timelines.
- Organize logistics for project-related workshops, training sessions, and User Acceptance Testing (UAT) sessions, ensuring seamless execution.
- Develop, maintain, and monitor the implementation of project communication and stakeholder engagement plans.
- Act as a key point of contact for project inquiries, providing timely responses to stakeholders.

- Support project managers in tracking project budgets, ensuring cost controls are applied, and no cost overruns are incurred without proper authorization.
- Assist in preparing financial reports and variance analysis for PMO review.
- Make travel and accommodation arrangements for consultants, project team members, and other relevant stakeholders to support project activities.
- Maintain a central database of consultant schedules, ensuring alignment with project timelines.
- Support the PMO in identifying process improvement opportunities and implementing best practices to enhance project delivery efficiency.
- Proactively identify bottlenecks in project administration processes and recommend solutions.

Qualifications Required

- Holder of University Degree or equivalent post graduate qualification in Banking, Finance, Law, Business Administration or Accounting.
- Proficient computer skills and in-depth knowledge of office management software like MS Office (MS Excel and MS Word, specifically).
- 1-2 years' experience in any administrative or project management support role
- Proven work experience as a Project Administrator, Administrative Officer, or similar role.
- Experience working independently and in a team-oriented environment.
- Strong knowledge of project management frameworks such as PMBOK, PRINCE2, or Agile methodologies.
- Familiarity with project management tools such as Microsoft Project, JIRA, or Asana.
- Strong organizational skills with attention to detail and the ability to multitask effectively.
- Excellent communication and stakeholder management skills.
- Strong written and oral communication skills
- Attention to details and accuracy.
- Good Interpersonal skills to engage effectively with stakeholders at all levels.
- Strong organizational skills to manage multiple priorities efficiently.
- Customer service skills to effectively address stakeholder concerns and expectations.
- Effective time management skills to ensure project deliverables are met within deadlines.
- Vendor management skills to support effective coordination and relationship management with suppliers.

CRDB Commitment

CRDB Bank is dedicated to upholding Sustainability and ESG practices and encourage applicants who share this commitment. The Bank also promotes an inclusive workplace, hence applications from women and individual with disabilities are encouraged.

It is important to note that CRDB Bank does not charge any fees for the application or recruitment process, and any requests for payment should be disregarded as they do not represent the bank's practices.

Only Shortlisted Candidates will be Contacted.

Deadline: 2025-07-24

Employment Terms: CONTRACT

Contract Duration: 2 YEARS

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