

**Raxio Group (“Raxio”)** is a Roha Group portfolio company investing in and building state-of-the-art Tier III data centers across Africa. Through our investments and hands-on approach, we seek to address the latent demand for critical data center infrastructure that will drive digital transformation across the region. Raxio has made its first data investments in Uganda and Ethiopia by establishing and developing Raxio Data Centre (“Raxio”), state-of-the-art facilities on the outskirts of Kampala and Addis Ababa. As we ramp up our operations and build facilities in new markets, we are hiring staff members who are interested in building a successful business in an exciting time. As part of this entrepreneurial and dynamic team, we are looking to hire:

### Project Scheduler

**Reporting to:** Head of Projects, Africa

**Job Summary:** Manage project schedules, risk analyses and effective reports in accordance to the company’s standards on multiple construction projects across South and East African Regions

**Location:** Nairobi, Kenya

### Role

#### Detailed Job Description and responsibilities

- Create, monitor, and analyze project schedules in accordance with company standard and best project practice
- Track, analyze, and share project information in order to allow the project teams to effectively manage their projects and reporting requirements
- Ensure accuracy of project schedules and perform version control
- Co-ordinate project schedules, tasks, meeting updates, and the efficient distribution of reports
- Prepare, implement, and monitor scopes of work using Work Breakdown Structure (WBS) for control and integrity
- Monitor and report project forecast, progress and identify critical path activities in project lifecycles
- Identify and manage project risks, maintain project risk register and effectively manage impact on schedule, scope, and budget.
- Track project baselines, perform what-if analysis, and develop contingency plans.
- Coordinate cross-functional departments to identify project issues, monitor action items, and work with the project manager to ensure resolution.

#### Required/Desired Qualifications and Background

- Secondary schooling or degree in project management.
- Minimum 3 years’ experience as a project scheduler in managing multiple construction projects
- Courses in scrum, critical path analysis and six sigma green belt qualification will be an advantage.
- Good working knowledge of English
- Efficient in MS Office - Word, Excel - Projects, Outlook, AutoCAD and reporting formats.
- A demonstrated ability to multitask, manage and coordinate across multiple complex projects with a wide range of stakeholders.
- Self-starter with a pro-active can-do mentality, a team worker, with a disciplined work ethic who is focused, detail-oriented, highly organized and result driven.
- French and/or Portuguese language skills are a plus.

**How to Apply:** Please send your application with a detailed resume and a covering letter to [jobs@raxiogroup.com](mailto:jobs@raxiogroup.com).

*The Raxio Group and its affiliate companies are equal opportunity employers and prohibit discrimination and harassment of any kind. The Raxio Group is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at First Brick Holdings are based on business needs, job requirements and individual qualifications, without regard to gender, race, color, religion or belief, family, parental status, etc., and First Brick Holdings encourages candidates of all ages to apply.*