



# Job Description

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## Job Title

Private Sector Engagement Project  
Coordinator

## Job Location

Dar es Salaam

## Category

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## Job Type

Full Time

## Job level

Intermediate

## Industry

Non-profits (NGO), Construction

## Open to Expatriates

Only Open to Tanzanian Nationals

## Minimum Requirements

### Min Budget

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### Max Budget

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### Primary Industry

Non-profits (NGO): 8 Years

### Secondary Industry

Construction: 8 Years

### Primary Category

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### Secondary Category

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### Certificate

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### Qualification

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## Summary

We are looking for a **Private Sector Engagement Project Coordinator** for a four-year project starting in 2026. The project's vision is to economically empower 900 Tanzanian youth through enhanced employability gained from a high-quality industry-oriented education system. This should be achieved through launching a dual apprenticeship model in the electrical installation and plumbing thereby equipping young people with demand-driven skills. The project will facilitate this programme in collaboration with 30 construction companies and public and private vocational education and training stakeholders (VET) in Dar es Salaam. In the long-term, dual apprenticeship in electricity and plumbing should be institutionalized within Tanzania's VET system and apprenticeships should become a strategic HR solution for companies.

**The Private Sector Engagement Project Coordinator** leads private sector on boarding and partnership development, building strong relationships with companies, associations, and key stakeholders. The role oversees planning, implementation, monitoring, and reporting while ensuring high-quality collaboration models and effective engagement systems. The Coordinator also provides team leadership, supports capacity building, and drives evidence-based decision-making to achieve strong and sustainable private sector participation.

## Responsibilities

### 1. Private sector engagement

- Lead the development and implementation of the Private Sector Engagement strategy, bringing on new companies, building new networks at the executive/decision-maker level, and strengthening existing ones to secure strong buy-in and leverage private sector investment.
- Negotiate and secure partnerships with private sector organizations, ensuring win-win collaboration models.
- Coordinate and oversee collaboration with industry associations and strengthen their role in the program
- Ensure that the training institutions have the required capacities, tools, and support to effectively on-board private sector companies into the dual apprenticeship program in line with quality standards
- Facilitate co-creation of apprenticeship models with stakeholders and ensure quality implementation and reporting.
- Lead the design and supervise the implementation of the self-employment support program for graduates
- Maintains key connections with companies, associations, and the training institute, NACTVET/VETA and with the apprentices while driving the private sector engagement strategy

### 2. Project management & reporting

- Lead the private sector engagement project planning, execution, monitoring, and evaluation in collaboration with the project

team

- Track project outcomes, risks, and opportunities; communicate progress to stakeholders.
- Prepare and deliver high-quality progress reports, proposals, and presentations for internal and external audiences.
- Ensure timely and accurate reporting to clients and donors, maintaining quality control of all deliverables.
- Monitor partner and consultant performance, ensuring contractual obligations are met.
- Collaborate with M&E team to design and implement monitoring frameworks.
- Use M&E findings to inform decision-making and improve project quality.
- Support strategic planning, budgeting, and recruitment processes as required.

### 3. Leadership & Capacity building

- Provide technical guidance and operational leadership to direct reports.
- Supervise a private sector engagement project officer, ensuring high performance and adherence to project milestones.
- Conduct performance reviews and manage staff development.
- Deputize for the Team Leader, providing strategic leadership and decision-making as required.

### 4. Other tasks

- Comply with Organisation's rules and procedures such as the Code of Conduct (CoC) and Country Manual as well as donor requirements and respect the laws of Tanzania.
- Perform other tasks in line with the job description and as requested by the Project Manager.

## Education & Qualifications

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- Bachelor degree in Development Studies, Education, Economics, Business Administration, or a related field.
- A Master's degree (MBA etc.) is an asset.
- Excellent verbal and written English and Swahili skills.

## Requirements

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- Minimum 8 years experience in business development, private sector engagement, or similar roles.
- Experience in private sector engagement is a must, having previously worked in private sector is a distinct advantage.
- Experience applying a market system development approach is an added advantage.
- Proven leadership experience with demonstrated ability to lead, develop, and influence teams both directly and indirectly.
- Track record of driving initiatives that increase company participation and investment.
- Experience developing and executing strategies for company onboarding and loyalty.
- Understanding of youth and workforce skills development, inclusive economic growth as well as adaptive learning approaches is an advantage.

## Characteristics

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- Entrepreneurial mindset, able to identify and seize opportunities, proactive, grounded in the marketplace, and capable of closing deals.
- Strong analytical skills, being able to analyze complex information, probe for further information, make rational judgments, and understand systemic impacts.
- Strong evidence-based decision-making skills, committed to sustainable impact and ability to deliver results under pressure.
- Strong interpersonal skills to build relationships with associations, industry partners, and government officials.

## Reporting To

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Project Manager

## Driving Licence

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Not Required

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