



Job Description

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Job Title Project Coordinator	Job Location Dar es Salaam	Category Project & Program Management
Job Type Full Time	Job level Intermediate	Industry Association & Societies
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Association & Societies: 3 Years
Secondary Industry -	Primary Category Project & Program Management: 3 Years	Secondary Category -
Certificate -	Qualification -	

Summary

The **Project Coordinator** will be crucial in the seamless execution and completion of key projects under the Prosperity Pillar. This position requires strong analytical, research, organizational, communication, and project management skills to achieve project goals.

Upload your updated Cv and Cover letter in the additional document segment

Responsibilities

- Project Planning:
 - Define project requirements and goals, working closely with stakeholders.
 - Contribute to the identification and assessment of potential risks and the development of mitigation strategies.
- Project Coordination:
 - Coordinate and facilitate project meetings, ensuring effective communication among team members.
 - Collaborate with internal and external stakeholders to ensure project alignment with the implementation strategies and goals.
 - Monitor project progress and contribute to making adjustments as necessary for successful project completion.
- Documentation and Reporting:
 - Maintain comprehensive project documentation, including project plans, status reports, and meeting minutes.
 - Prepare regular reports for management and stakeholders, summarizing project progress and highlighting key achievements and challenges.
- Resource Management:
 - Collaborate with team members to allocate resources effectively.
 - Contribute to tracking project expenses and ensuring adherence to the project budget.
- Stakeholder Engagement:
 - Build relationships with key stakeholders, including CEOs, government officials, and partners related to the projects.
 - Contribute to communication efforts for project updates and gather feedback from stakeholders.
- Research and Analysis:
 - Conduct thorough research and analysis on industry trends, best practices, and relevant data to inform project planning and decision-making processes.
 - Generate insights and recommendations based on research findings to support project goals and objectives.
 - Contribute to developing innovative solutions and strategies through evidence-based analysis and data-driven approaches.
- Quality Assurance:
 - Ensure that project deliverables meet quality standards and align with project requirements.

- Contribute to regular reviews and evaluations to identify areas for improvement.
- Public Relations and Communication Support:
 - Work with the designated communication agency to implement PR and communication strategies developed per projects.
 - Monitor and analyses the impact of PR and communication efforts, adjusting strategies as needed.
- Team Collaboration:
 - Collaborate with cross-functional teams to ensure seamless project execution.
 - Foster a positive and collaborative working environment.

Education & Qualifications

- Bachelor's degree in a relevant field (e.g., Business Administration, Project Management, International Development) or other.
- Proven experience in project coordination or project management.
- Strong organizational and multitasking abilities.
- Excellent communication and interpersonal skills.
- Familiarity with project management tools and methodologies.
- Ability to work independently and as part of a team.

Characteristics

Preferred Skills:

- Knowledge of the business environment in Tanzania.
- Experience working with high-level executives.
- Familiarity with issues related to sustainable development and gender equality.

Driving Licence

Not Required

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