



# Job Description

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<b>Job Title</b> Project Coordinator	<b>Job Location</b> Dar es Salaam	<b>Category</b> -
<b>Job Type</b> Full Time	<b>Job level</b> Intermediate	<b>Industry</b> Association & Societies
<b>Open to Expatriates</b> Only Open to Tanzanian Nationals		

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> Association & Societies: 3 Years
<b>Secondary Industry</b> -	<b>Primary Category</b> -	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

The Project Coordinator is responsible for supporting the effective implementation of Organisation's projects and initiatives. This includes coordinating activities, providing research and reporting support, and ensuring smooth communication and collaboration with stakeholders, partners, and participants. The role requires strong organisational, analytical, and interpersonal skills to ensure timely delivery of project outcomes aligned with Organisation's strategic objectives.

## Responsibilities

- Support day-to-day coordination and implementation of Organisation's project activities and deliverables.
- Assist in planning, organising, and executing training sessions, stakeholder dialogues, workshops, and forums.
- Ensure effective communication with partners, participants, and stakeholders, and provide timely follow-up on action items.
- Support logistical and operational arrangements for events, meetings, and field activities.
- Contribute to the development and maintenance of monitoring and evaluation (M&E) frameworks for projects.
- Collect, analyse, and report on both quantitative and qualitative data to track project performance and impact.
- Document lessons learned and contribute to adaptive project management and knowledge-sharing processes.
- Conduct research, case studies, and prepare knowledge products relevant to Organisation's thematic focus areas.
- Assist in preparing reports, briefs, and presentations for internal and external audiences, including partners and funders.
- Contribute to Organisation's communications and advocacy outputs, ensuring visibility and consistency with Organisation's brand and mission.

## Strategic Relationships

- Internal: Works closely with the Management, Project Managers, and Organisation Secretariat team members.
- External: Engages with Organisation members, media representatives, partners, vendors, and other stakeholders.

## Key Performance Indicators (KPIs)

- Development and execution of Organisation's annual communications strategy and calendar.
- Consistency, accuracy, and quality of Organisation communication materials across channels.
- Growth in digital engagement, media visibility, and stakeholder satisfaction.
- Effective measurement and reporting of communication outcomes against KPIs.
- Evidence of Organisation's enhanced visibility, credibility, and influence within Tanzania's private sector and development community.

## Education & Qualifications

- Bachelor's degree in Communications, Public Relations, Journalism, Marketing, or a related field.

## Requirements

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- Minimum of three (3) years' experience in corporate communications, media relations, or strategic PR
- Proven ability to translate complex issues into clear, compelling content
- Knowledge of Tanzania's socio-economic context and private sector landscape
- Experience in sustainability communication, advocacy, or public-private dialogue is an advantage
- Strong experience using digital communication platforms, publishing tools, and analytics.

## Characteristics

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- Strong organizational and coordination skills, including event planning and stakeholder engagement.
- Excellent written and verbal communication skills.
- Ability to conduct research and synthesize findings into actionable insights.
- Strong analytical and reporting skills, particularly in project monitoring and evaluation.
- Ability to work independently, manage multiple priorities, and meet deadlines.
- Proactive, collaborative, and adaptable with a problem-solving mindset.

## Reporting To

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- Project Manager

## Driving Licence

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Not Required

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