



# Job Description

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## Job Title

Training and Learning Quality Project Coordinator

Job Location  
Dar es Salaam

Category  
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## Job Type

Full Time

Job level  
Intermediate

Industry  
Non-profits (NGO)

## Open to Expatriates

Only Open to Tanzanian Nationals

## Minimum Requirements

Min Budget	Max Budget	Primary Industry
-	-	Non-profits (NGO): 8 Years
Secondary Industry	Primary Category	Secondary Category
-	-	-
Certificate	Qualification	
-	-	

## Summary

This four-year initiative, starting in 2026, is implemented by an international development organization and financed by a philanthropic foundation. The initiative aims to economically empower 900 Tanzanian youth through enhanced employability gained from a high-quality, industry-oriented education system. This will be achieved by launching a dual apprenticeship model in electrical installation and plumbing, equipping young people with demand-driven skills. The initiative will be carried out 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 apprenticeships in electricity and plumbing are expected to be institutionalized within Tanzania's VET system, with apprenticeships becoming a strategic HR solution for companies.

To support this work, the implementing organization is seeking a Training and Learning Quality Project Coordinator to be based in Dar es Salaam, Tanzania.

## Responsibilities

Under the supervision and support of the Project Manager, the Training and Learning Quality Project Coordinator will be responsible for leading the coordination of all activities with the selected VET training provider, particularly in relation to curricula development and teacher training.

The Training and Learning Quality Project Coordinator will perform the following tasks:

### 1.1 Training and Learning Quality

- Lead support to the VET training institution regarding programme implementation quality, including training of trainers, access to infrastructure, apprentice management, and quality assurance.
- Lead the process of updating and aligning curricula and learning materials, working closely with industry experts to address curriculum gaps.
- Coordinate efforts to modernize training facilities in collaboration with the VET training institution.
- Lead technical assistance and capacity building for trainers and industry mentors to implement the dual apprenticeship approach, including processes to assess learning outcomes.
- Ensure effective coordination between classroom and workplace training through structured feedback mechanisms between instructors and mentors, resolving issues as necessary.
- Lead efforts to document and transfer lessons from dual apprenticeship implementation to other forms of on-the-job training.
- Provide technical assistance to strengthen institutional management systems, including planning, monitoring, financial administration, school communication, and student/alumni services.
- Lead curriculum accreditation processes, ensure alignment with national standards, secure approvals from relevant authorities (e.g., NACTVET/VETA), and coordinate public-sector engagement.

## 1.2 Project Management & Reporting

- Lead planning, execution, monitoring, and evaluation of teaching and learning quality activities in collaboration with the project team.
- Track project outcomes, risks, and opportunities, and communicate results to stakeholders.
- Prepare and deliver progress reports, proposals, and presentations for internal and external audiences.
- Ensure timely and accurate reporting to clients and donors and maintain quality control of deliverables.
- Monitor performance of the training partner to ensure compliance with contractual requirements.
- Work with the Monitoring & Evaluation team to develop and apply M&E frameworks.
- Use M&E results to guide adaptive management and quality improvement.
- Support strategic planning, budgeting, and recruitment processes when required.

## 1.3 Leadership & Capacity Building

- Provide technical guidance and operational leadership to project staff.
- Supervise a Teaching and Learning Quality Officer, ensuring high performance and achievement of milestones.
- Conduct staff performance reviews and coordinate professional development actions.

### Other tasks

- Comply with the implementing organization's policies, operational procedures, donor requirements, and national regulations.
- Perform additional duties aligned with the scope of the role as assigned by the Project Manager.

## Education & Qualifications

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- Bachelor degree in Development Studies, Project Management, Education, Economics or a related field. A Master's degree (MBA etc.) is an asset.

## Requirements

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- Minimum 8 years of experience in teaching and learning quality oversight, improving technical and vocational education training, curriculum development, or similar roles
- Experience in provision of teacher capacity building and improving training quality and management especially in TVET institutions in Tanzania and
- Track record of driving initiatives that improve teaching and learning quality, particularly in the TVET sector
- Understanding of youth and workforce skills development, inclusive economic growth as well as adaptive learning approaches
- Experience applying the dual apprenticeship approach or other on-the-job models is an added advantage
- Proven leadership experience with demonstrated ability to lead, develop, and influence teams both directly and indirectly.
- Strong interpersonal skills to build relationships with training institutions, teachers, learners, and government officials.
- 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.
- Excellent verbal and written English and Swahili skills.

## Reporting To

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PropelA Project Manager

## Driving Licence

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Not Required

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