

PROJECT COORDINATOR

FINANCE FOR GROWTH AND INCLU-CITIES PROJECTS

About the Organisation

Established in 2004, the Financial Sector Deepening Tanzania (FSDT) is a donor-funded financial sector market facilitator that aims to achieve poverty reduction through a transformative financial sector that offers inclusive and sustainable financial solutions to improve the livelihood, wellbeing, and empowerment of underserved Tanzanians. FSDT's work is guided by the Market Systems Development (MSD) approach, which aims to develop market systems that benefit the poor, offering them capacities and opportunities to improve their lives.

Currently, our main target markets are women and youth, who have been identified as the most financially excluded market segments in the country. FSDT is dedicated to supporting the financial sector in delivering inclusive, quality financial solutions that meet the financial needs of women and youth.

Through FSDT facilitation, we hope to achieve the following changes in the market:

- Improved policies, legal and regulatory frameworks that promote gender equality, as well as economic and financial opportunities for women and youth.
- Improved availability of relevant financial sector infrastructures that will equip the financial sector players and other stakeholders with the ability to meet the needs and aspirations of women and youth.
- Financial service providers developing and scaling innovative and responsive financial solutions/tools for women and youth to promote equality, empowerment, and wellbeing.
- Improved confidence and capability of women and youth to demand and use financial solutions.

The Opportunity

FSDT is seeking applications for the position of **Project Coordinator**.

Job Title	Project Coordinator
Program	Finance For Growth and Inclu-Cities Projects
Reports to	Head of Policy, SME & Inclusive Finance

About the Job

As a member of the Finance for Growth and Green and Circular Economy Team, the Project Coordinator will provide overall support and coordination of Finance for Growth and Inclu-Cities projects implementation at FSDT and ensure efficient and effective linkages, collaboration, and networking with development partners, Government authorities, private sector actors and other key stakeholders.

Key Responsibilities

1. Project Planning and Execution:

- Support and coordinate the day-to-day operations of Finance for Growth and Inclu-Cities projects, including project workplans, managing/assisting the Team Leader and consultants, and convening, organizing, and participating in project activities.
- Monitor project progress and ensure tasks are completed on time and within budget.
- Provide the needed support to effectively carry out the activities foreseen by the workplans.

2. Team Coordination:

- Ensure a close coordination with all relevant units and offices to ensure quality implementation, reporting on and monitoring of activities.
- Ensure that project objectives, deliverables, roles and responsibilities are clearly defined and understood by all team members.
- Organize and lead project meetings, record minutes, and follow up on action items.
- Serve as a point of contact for team members, addressing questions and concerns.

3. Performance Monitoring & Evaluation

- Ensure timely and accurate updates on project activities, achievements, and shortcomings. In areas where project shortcomings are identified, recommend appropriate solutions, and facilitate the implementation of corrective action plans to improve performance and continuation of project activities.
- Stay abreast of political, social, economic, and cultural developments that could have an impact on the implementation of the project.
- Monitor operations and activities of assigned functions; recommend improvements and modifications and prepare various reports.
- Provide specific instructions to the Supervisor and escalate any issue that will need other stakeholders' attention.

4. Documentation and Reporting

- Maintain accurate and up-to-date project documentation, including project plans, status reports, issue logs and risk assessments, and recommend corrective actions when necessary.
- Prepare and distribute regular project reports to project managers and key stakeholders providing the necessary information and reports to ensure timely operational, financial and narrative reporting.

5. Resource Management

- Assist in resource allocation and scheduling to ensure project timelines are met.
- Monitor and control project expenses to stay within budget constraints.
- Collaborate with procurement and other departments to ensure timely acquisition of necessary project resources.

6. Quality Assurance & Compliance

- Establish and maintain quality control measures to ensure project deliverables meet established standards; conduct quality checks and implement corrective actions as required.
- Encourage a culture of continuous improvement throughout the project lifecycle by performing quality checks and reviews to identify and address issues promptly.
- Ensures compliance with all donor reporting and compliance requirements, internal policies and procedures, laws/regulations while managing the project.
- Monitor changes in laws, regulations, and technology that may affect SBCAG operations; implement policy and procedural changes as required.

7. Stakeholder Communication

- Maintain proactive communications with the Team Leader and the Senior Management Team.
- Build and maintain effective relationships and contacts with all stakeholders, namely the authorities, donors, partners.
- Gather feedback and suggestions from stakeholders to improve project outcomes.
- Address stakeholder feedback and concerns in a timely and professional manner.

Role Requirements

Qualifications:

- Relevant university degree (Finance, Banking, Accounting, Project Management, Development Studies, or other related fields).
- PMP certification is an added advantage.

Relevant Experience:

- Minimum 3-5 years of experience in project management and managing programmatic, operational, and financial duties for EU funded projects or other donor funded projects with similar complexity.
- Experience in establishing and maintaining systems for managing project operations, including overseeing the preparation and submission of project deliverables, stakeholder and risk management processes, cost and schedule controls, and sustainability planning and implementation.
- Demonstrated experience overseeing implementation of Monitoring & Evaluation systems from project initiation to closeout stages.
- Ability to gather data, compile information, and prepare reports.
- Experience working with and managing subgrantee organizations.
- Proven success in building and maintaining working relationships with all project stakeholders; engaging in coalition building; and empowering stakeholders to take ownership of key project outcomes for post-project sustainability of progress.
- Strong facilitation, communication, collaboration, and leadership skills.
- Experience working in Tanzania and/or elsewhere in Eastern Africa.
- Ability to communicate effectively, both orally and in writing; Fluency in English and Kiswahili (written and spoken) required.

Personal Characteristics

Commitment & Drive for Results:

You have values and personal ambitions that are aligned with FSDT's goals to support the financial sector to offer inclusive and sustainable financial solutions.

Initiative & Decisiveness

You have a strong sense of ownership: taking personal responsibility for work, the impact we are seeking, and the achievement of critical higher-level goals. You are proactive in seeking out information or resources necessary for success, and you're able to overcome problems or obstacles with a 'can-do' attitude.

Learning & Innovation

You continually improve your skills and knowledge and role-model a personal commitment to professional development. You are quick to recognise opportunities or new ideas and make use of them in your own work; and you respond to a new situation, or tough feedback, by learning, adapting, and improving.

How to Apply

Please submit your application via email to vacancy@fsdt.or.tz

Only short-listed candidates will be contacted.

Application Deadline: 10th February 2024

NOTE:

Please be advised that this position is contingent upon availability of funding and the successful award of funds from our donor.

In the event that funding is not secured, or the award is not obtained, the position may be subject to modification, delay, or cancellation.

We appreciate your understanding and assure you that we are committed to securing the necessary resources for the successful execution of our projects.

FSDT provides equal employment opportunities (EEO) to all employees and applicants for employment.