

Job Description: Call for Project Intern

1. Brief:

- 1.1. Job Title: Project Officer Intern
- 1.2. Location: Dar es Salaam, Tanzania
- 1.3. Duration: November 2023 to April 2024
- 1.4. Stipend: 500,000.00 TZS per month
- 1.5. Reporting To: Senior Manager for Programs and Operations

2. About the Organization:

The Tanzania Startup Association (TSA) is a non-profit, membership-based organisation dedicated to fostering a thriving ecosystem for startups in Tanzania. TSA collaborates with key stakeholders to provide critical support, advocacy, and resources to empower startups to grow and succeed in a challenging business environment.

3. Position Overview:

TSA is seeking a dynamic and highly motivated Intern to join our team and manage the day-to-day operations of the "Startup Growth Boost" Project. This internship provides a unique opportunity to work closely with entrepreneurship and innovation support organisations, gain experience in business development services, and contribute to the growth of Tanzania's entrepreneurial ecosystem.

4. Key Responsibilities:

- 4.1. Project Coordination:
 - 4.1.1. Assist in coordinating project activities, including workshops, mentorship sessions, and networking events.
 - 4.1.2. Ensure smooth communication and collaboration among project stakeholders, including startups, innovation hubs, and sector regulators.
- 4.2. Support Startups:
 - 4.2.1. Provide direct support to startups in areas such as business registration, tax compliance, and accessing co-working spaces.
 - 4.2.2. Assist in organising training sessions and capacity-building workshops for startup founders.
- 4.3. Documentation and Reporting:
 - 4.3.1. Maintain detailed project records, including participant data and feedback.
 - 4.3.2. Prepare regular progress reports and updates for the Senior Manager for Programs and Operations.
- 4.4. Networking:
 - 4.4.1. Act as a liaison between TSA and partner organisations, fostering strong working relationships.
 - 4.4.2. Attend relevant networking events and meetings on behalf of TSA.
- 4.5. Administrative Support:

4.5.1. Assist in administrative tasks related to project implementation, including scheduling, logistics, and resource management.

4.6. Monitoring and Evaluation:

4.6.1. Support the monitoring and evaluation process by collecting data, conducting surveys, and assisting in project assessments.

5. Qualifications:

- 5.1. Experience working with startups, particularly in providing business development services, is highly desirable.
- 5.2. Knowledge of and passion for the startup ecosystem in Tanzania.
- 5.3. Excellent communication skills, both written and verbal.
- 5.4. Strong organisational and project coordination skills.
- 5.5. Proficiency in Google Workspace and Microsoft Office Suite.
- 5.6. Ability to work independently and as part of a team.
- 5.7. Strong problem-solving and analytical abilities.
- 5.8. Highly motivated and able to adapt to a fast-paced environment.

6. Duration and Stipend:

This internship position is for a six-month period, from November 2023 to April 2024, with a monthly stipend of 500,000.00 TZS.

7. Application Process:

Interested candidates should submit their CV and a cover letter detailing their relevant experience and why they are interested in this internship position to administration@tsa.co.tz. Please include "Project Officer Intern Application" in the subject line. The deadline for applications is Monday, 23rd of October, 2023.

Note: Only shortlisted candidates will be contacted for interviews. TSA is an equal-opportunity employer and welcomes applications from individuals of all backgrounds and experiences.

Join TSA in empowering startups and contributing to the growth of Tanzania's entrepreneurial ecosystem!

8. Benefits:

- 8.1. Opportunity to work with a dynamic and passionate team dedicated to supporting startups.
- 8.2. Gain hands-on experience in the startup ecosystem and business development services.
- 8.3. Contribute to meaningful projects that have a positive impact on Tanzania's entrepreneurship landscape.
- 8.4. Monthly stipend of 500,000.00 TZS to support your living expenses during the internship.
- 8.5. Networking opportunities with key stakeholders in the startup and innovation ecosystem.
- 8.6. Professional growth and development through exposure to diverse projects and responsibilities.



8.7. A chance to be part of a transformative initiative that empowers youth and women-led startups.

9. Location:

The internship will be based in Dar es Salaam, Tanzania, with occasional travel within the country for project-related activities.

10. Contact Information:

If you have any questions or require further information about the internship or the application process, please contact Fatuma Kweka at info@tsa.co.tz