

Job Title: Trias **Program Coordinator** – INCLU-CITIES Project

Organization: **Trias**

Location: Mwanza, Tanga, and Pemba Island (Tanzania)

Contract Duration: Three-year project

About Trias:

Trias is an international development NGO dedicated to empowering entrepreneurs and smallholder farmers in 14 countries across Asia, Latin America, and Africa. We work hand-in-hand with member-based organisations (MBOs) to create an enabling environment for sustainable rural and urban small enterprise development. We are seeking a dynamic and passionate Program Coordinator to spearhead Trias' component within Outcome 1 of the 'INCLU-CITIES' project which focuses on the availability, usage, and improvement of quality Business development Services and accessible financial services and capital investment in key economic sectors.

Job Summary:

The successful candidate will play a pivotal role in leading capacity-building strengthening initiatives for non-financial service providers in Mwanza, Tanga, and Pemba Island. Their activities will have a strong focus on strengthening the ecosystem of financial and non-financial service providers and improving access of quality business development services for micro, small, and medium-sized enterprises, and entrepreneurs. By collaborating closely with the Microfinance, Entrepreneurship, Inclusion, and Monitoring and Evaluation Advisors, the Program Coordinator will drive the program's efforts to enhance the financial and non-financial business development service provider ecosystems. This position offers a unique opportunity to promote inclusive, sustainable, and green economic growth while accounting for the distinct contexts of the target regions.

Responsibilities:

1. **Project Leadership:** Take charge of the overall project management, planning, implementation, and coordination of the 'INCLU-CITIES' project for Trias in alignment with our strategic objectives and donor requirements.
2. **Capacity-Building Initiatives:** Develop and oversee capacity-building activities for non-financial and financial service providers in Mwanza, Tanga, and Pemba Island, focusing on empowering local entrepreneurs and farmers with knowledge and skills for sustainable and green business practices.
3. **Stakeholder Engagement and Cross-Functional Collaboration:** Build and maintain strong relationships with relevant stakeholders, including local authorities, partner organisations, and beneficiaries, to foster cooperation and maximise the program's impact by ensuring a cohesive and integrated approach to program delivery.
4. **Information monitoring and Evaluation:** Establish robust monitoring and evaluation frameworks to track the program's progress, identify key performance indicators, and measure outcomes and impact.
5. **Reporting:** Prepare regular and timely progress reports, success stories, and updates for Trias management and donors to demonstrate the program's achievements and challenges.
6. **Budget Management:** Work closely with the Finance team to ensure effective budget utilisation, adherence to financial guidelines, and timely reporting on financial matters.

7. **Research and Innovation:** Stay updated on relevant trends, best practices, and emerging innovations in green economy and smart city development, integrating them into the program as appropriate.

8. **Risk Management:** Identify potential risks and challenges in program implementation and develop mitigation strategies to overcome them effectively.

Qualifications and Skills:

1. **Education:** A master's degree in international development, economics, business administration, environmental studies, program management or a related field. A bachelor's degree with significant relevant experience will also be considered.

2. **Experience:** At least 5 years of demonstrated experience in coordinating complex international development programs, preferably within the areas of green and sustainable urban development or small enterprise support.

3. **Knowledge:** Strong understanding of green economic growth, smart city concepts, and sustainable business practices. Familiarity with the Tanzanian context is a plus.

4. **Project Management:** Proven expertise in project management methodologies, including planning, budgeting, monitoring, and evaluation. Experience with donor-funded projects is advantageous.

5. **Cross-Functional Collaboration:** Demonstrated ability to work effectively in a multicultural and diverse team, fostering cooperation and teamwork among various project stakeholders.

6. **Communication:** Excellent written and verbal communication skills in English. Proficiency in Swahili is highly desirable.

7. **Leadership:** A natural leader with the ability to motivate and guide teams, driving them towards achieving project goals and objectives.

8. **Problem-Solving:** Strong analytical and problem-solving skills, with a creative and innovative approach to overcoming challenges.

9. **Cultural Sensitivity:** Respect for and understanding of the local cultural context and the ability to adapt approaches accordingly.

If you are a passionate and experienced development professional eager to make a meaningful impact on green and smart city development in Tanzania, we invite you to join us on this exciting journey.

Apply now and be a part of Trias' mission to empower entrepreneurs and transform communities worldwide.

CV (2 pages max) and motivation letter to trias.tanzania@trias.ngo before the deadline of **October 14th 2023**. At this stage, there is no need to send references or diplomas, etc. The selection process will include an oral interview and a written test.

Job Title: Enterprise Development Advisor (ED Adviser) - 'INCLU-CITIES' Projects

Location: Mwanza, Tanga and Pemba Island (Tanzania)

Contract Duration: Three-year project

Job Overview

The ED Advisor will play a crucial role in providing specialized business development services to entrepreneurs and Micro, Small, and Medium Enterprises (MSMEs) especially those in the green economy, with a particular emphasis on empowering youth and women entrepreneurs. Their responsibilities will also involve working closely with a diverse ecosystem of both non-financial and financial service providers.

Key Responsibilities:

1. Specialized Business Development Services: Provide targeted support and guidance together with member-based organisations (non-financial actors), to entrepreneurs and MSMEs to improve their business operations and growth potential. Focus on empowering youth and women entrepreneurs, ensuring inclusivity and equal opportunities.
2. Monitoring and Evaluation (M&E): Take a data-driven approach to monitor and evaluate the project's interventions and strategies. Diligently collect, analyze, communicate, and act upon information gathered from the enterprises to measure the impact and effectiveness of the initiatives.

Key Performance Indicators (KPIs) or Metrics:

1. Business Growth and Revenue Generation: Measure the percentage increase in revenue and growth rate of supported enterprises over specific periods.
2. Employment Generation: Appraise the number of jobs created by the MSMEs following the project's interventions.
3. Access to Financial Services: Evaluate the percentage of MSMEs that have been prepared and gained access to financial services and investment opportunities.
4. Youth and Women Empowerment: Assess the progress and impact of the project's efforts in empowering youth and women entrepreneurs through specific metrics such as the number of youth-led start-ups supported, and women owned businesses financed.
5. Business Sustainability: Measure the percentage of supported enterprises that have sustained their growth and operations over time.

Tools and Methodologies for Data Collection, Analysis, and Reporting:

1. Information capture: use structured surveys, questionnaires, and industry software to gather data from entrepreneurs and MSMEs, capturing relevant information about their businesses and progress.
2. Key Informant Interviews: Conduct in-depth interviews with key stakeholders, service providers, and entrepreneurs to gain qualitative insights and feedback on the project's impact.
3. Data Analysis Software: Employ data analysis tools and software to process and interpret the collected data, enabling comprehensive evaluation and reporting.
4. Case Studies: Develop case studies of successful enterprises to identify best practices and extract valuable lessons for the improvement of the project.

Data-Driven Decision-Making and Strategic Planning: The ED Advisor will play a vital role in advocating for data-driven decision making within the project. Their insights and analysis will inform strategic planning and program adjustments, helping to identify areas of improvement and enhance the overall effectiveness of the project's interventions. Regular reporting and presentations based on M&E findings will enable informed decision-making, ensuring that resources are allocated efficiently to achieve the project's objectives. Through their work, they will contribute to fostering an inclusive and sustainable entrepreneurial ecosystem that benefits the broader community.

Qualifications and Skills:

- 1. Education:** A bachelor's or master's degree in Business Administration, Economics, Development Studies, or a related field is required. Additional certifications or training in Monitoring and Evaluation (M&E) or Project Management will be advantageous.
- 2. Experience:** A minimum of 5 years of relevant experience in business development, enterprise support, and/or project management, with a focus on implementing and overseeing monitoring and evaluation processes. Experience working with youth and women entrepreneurs, MSMEs, and/or inclusive business projects is highly desirable.
- 3. Monitoring and Evaluation Skills:** Demonstrated expertise in designing and implementing M&E frameworks, data collection methods, and evaluation methodologies. Ability to track key performance indicators, analyze data, and draw actionable insights from the findings to inform decision-making and enhance project outcomes.
- 4. Business Development Knowledge:** Sound understanding of business development concepts, market analysis, financial management, and access to finance. Experience in providing tailored support and guidance to entrepreneurs and MSMEs in various sectors will be an advantage.
- 5. Data Analysis Proficiency:** Proficiency in using data analysis software (e.g., Excel, SPSS, STATA) to process and analyze quantitative data. Familiarity with qualitative data analysis techniques and tools is also beneficial.
- 6. Communication and Reporting:** Excellent written and verbal communication skills to present complex information in a clear and concise manner. Proficiency in Swahili is highly desirable.
- 7. Team Player:** Strong interpersonal skills and the ability to work collaboratively in a diverse team environment. Willingness to engage with a wide range of stakeholders, including entrepreneurs, financial service providers, and local government officials.
- 8. Proactive and Problem-Solving Attitude:** A self-starter who can take initiative and proactively address challenges. Strong problem-solving skills to identify potential issues and develop innovative solutions.
- 9. Cultural Sensitivity:** Respect for and adaptability to different cultures and backgrounds, ensuring inclusivity and sensitivity in all interactions and interventions.
- 10. Commitment to Development:** A genuine passion for sustainable development, poverty reduction, and improving economic opportunities for marginalized communities.
- 11. Flexibility and Travel:** Willingness to travel to project sites, including remote areas, as required.

We are looking for candidates who have a strong background in monitoring and evaluation methodologies, a keen eye for detail, and a passion for making a positive impact on the lives of entrepreneurs and MSMEs, especially youth and women entrepreneurs. If you are proactive, data-driven, and dedicated to driving positive change through business development, we encourage you to apply for this exciting opportunity. CV (2 pages max) and motivation letter to [trias@trias.ngo](mailto:tanzania@trias.ngo) before the deadline of **October 14th October 2023**. At this stage, there is no need to send references or diplomas, etc. The selection process will include an oral interview and a written test.