



EMPLOYMENT OPPORTUNITY

THE AFRICA FRANCHISING ACCELERATOR (AFRAP)

PROJECT COORDINATOR

Tanzania Private Sector Foundation (TPSF) was founded in 1998 representing both Private Sector Organizations (PSOs), large corporations and government business facilitation institutions. TPSF is a key partner to the government and other stakeholders in the formulation and implementation of policies and strategies geared towards spurring economic growth, wealth creation and national development.

Currently, Tanzania Private Sector Foundation is implementing the Africa Franchising Accelerator Project (AFRAP) aimed at nurturing local franchisable brands and a conducive policy and regulatory environment for the franchising sector in Tanzania. This is the pilot project developed in line with the Africa Continental Free Trade Area (AfCFTA). Using Tanzania as a pilot, franchising is expected to drive deeper and faster economic integration, commercial diplomacy, rapid skills transfer, job creation, wealth creation, and poverty reduction in Africa.

TPSF is currently looking for a competitive and meticulously qualified project coordinator to manage the AFRAP project

Job Responsibilities

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1. Ensure that all project activities are implemented within the planned time, scope and budget;
2. Conduct regular project feasibility to assess potential risks and devise adaptive corresponding mitigation measures;
3. Regularly engage with the project technical team including the Project Consultants during the project implementation;
4. Develop a detailed project implementation plan and effectively track its implementation;
5. Liaise with the TPSF project management in the implementation of the AFRAP Project;
6. Develop and implement project sustainability plans such as funding proposals and revenue-generating activities;
7. Use appropriate verification techniques to manage changes in project scope, schedule and costs;
8. Ensure data related to the project are properly gathered, analyzed, documented and stored as per the organization and partners' policy;
9. Measure project performance using appropriate systems, tools and techniques; and
10. Create and maintain comprehensive project documentation;
11. Any other duties as may be assigned by the Chief Executive Officer

Requirements and skills

- Proven work experience in coordinating and managing donor-funded development projects for not less than 5 years;
- A master's degree in project management, business administration, economics, and developmental economics, or any other relevant field,
- Must demonstrate practical experience in private sector organization and working with the public sector;
- Technical certification in project monitoring and evaluation, business franchising, and others will be an added advantage;
- Solid organizational and interpersonal skills, including multitasking and time-management
- Familiarity with risk management and quality assurance control
- Strong working knowledge of Microsoft Project and Microsoft Planner
- Hands-on experience with project management tools

Reporting

- The Project Coordinator shall be reporting directly to the Chief Executive Officer of the Tanzania Private Sector Foundation (TPSF).

Compensation

A competitive salary package will be offered to the successful candidate as per the salary scale of TPSF

Deadline

Interested candidates are required to apply before **20th November 2023**, submit your CV and application letter to [**recruitment@tpsf.or.tz**](mailto:recruitment@tpsf.or.tz)