



<b>TITLE: Mentorship Coordinator (1 Position)</b>	
<b>Organization:</b> Tanzania Women Chamber of Commerce (TWCC)	<b>Duty Station:</b> Dar es salaam
<b>Type of Contract:</b> Full Time	<b>Reporting:</b> Program Manager
<b>Appointing Period:</b> 3 years	<b>Starting Date:</b> 1 August, 2024
<p><b>Background:</b>  The Tanzania Women Chamber of Commerce (TWCC) - <a href="http://www.twcc-tz.org">www.twcc-tz.org</a> stands as a pivotal organization, uniting various women and youth entrepreneurs across Tanzania. Established in December 2005, TWCC serves as an apex and umbrella entity, encompassing sectoral Business Women Associations, Companies, Cooperatives, Groups, and Sole proprietors. Currently boasting a membership exceeding 12,000, TWCC's reach extends to over 1 million women from all sectors of the economy, spanning 27 Regional Chapters in Tanzania Mainland and Zanzibar, along with 14 Women Sectoral Associations, and 11 Platforms catering to women in Cross Border Trade.  TWCC's primary objective lies in fostering unity among women and youth entrepreneurs, including those in the informal sector, to promote business formalization and growth. Through robust capacity-building initiatives and mentorship programs, TWCC endeavors to alleviate poverty among women by equipping them with the necessary skills and resources for success. Moreover, TWCC collaborates closely with both private and public sector entities to advocate for favorable policies conducive to the flourishing of women owned enterprises.</p>	
<p><b>Job Summary:</b>  The Mentorship Coordinator at the Tanzania Women Chamber of Commerce (TWCC) is responsible for establishing, coordinating, and maintaining an effective Mentoring Program that aligns with the needs and goals of program participants and the TWCC. This role involves planning, implementing, and overseeing all aspects of the mentorship program to ensure its success and effectiveness.</p>	
<p><b>Main Duties and Responsibility</b></p> <p><b>Program Establishment and Implementation:</b></p> <ul style="list-style-type: none"> <li>• Establish, plan, and implement the Mentorship Program in accordance with TWCC's objectives and the needs of program participants.</li> <li>• Ensure that the program plan addresses the interests of participants while fulfilling TWCC's goals.</li> <li>• Collaborate with key personnel to identify suitable mentors and assess mentee applications.</li> <li>• Organizing for Mentor's Interviews</li> <li>• Facilitate the selection process for mentees and ensure appropriate pairing of mentors and mentees.</li> <li>• Inform mentee candidates of the outcomes of the selection process in a timely manner</li> <li>• Link mentees with various trade support and facilitation instructions for business formalization</li> <li>• Received and compile weekly, monthly and final progress reports from mentors</li> <li>• Organize capacity building sessions for mentees to address gaps related to business management, leadership in business, branding, financial literacy, packaging, branding, marketing, environmental compliance and sustainability etc.</li> <li>• Conduct workshops with financial institutions and link mentees to understand the available finance options</li> <li>• Coordinate both physical and digital mentoring and learning hubs</li> </ul> <p><b>Program Standards and Best Practices:</b></p> <ul style="list-style-type: none"> <li>• Establish and maintain best practices, standards, and protocols throughout the program to ensure its effectiveness and integrity.</li> <li>• Obtain information for certification and registration from various offices for the mentees.</li> <li>• Act as a referral point for any issues arising in mentor-mentee relationships or program-related concerns, addressing and resolving concerns as they arise.</li> </ul> <p><b>Program Events Facilitation:</b></p> <ul style="list-style-type: none"> <li>• Lead, plan, and facilitate Mentorship Program launch, closure events, and other relevant workshops or events as needed.</li> </ul>	



- Ensure the Mentorship Program operates as intended and track its progress regularly.
- Conduct post-program evaluations and report results to the management for continuous improvement.
- Ensure mentors, mentees, and guests receive relevant materials and briefings as necessary.
- Establish a protocol for quarterly and annual program reviews to maintain effectiveness, meet expectations, and deliver value continually.
- Identify, evaluate, and propose solutions to areas of the program that require attention.

#### **Knowledge and Collaboration:**

- Stay informed of current research and information relevant to mentoring practices to enhance program effectiveness.
- Work with the Communication Coordinator and/or Events Coordinator as required.
- Provide guidance and support to mentees and mentors, maintaining contact as needed.
- Maintain accurate records of the Mentorship Program and its participants.
- Assist with outreach and recruitment of new volunteer learning partners for multiple program sites.
- Collaborate with partner organizations as necessary to support their needs.

#### **Volunteer Management:**

- Provide orientation and participate in project beneficiaries' selection process.
- Update and maintain records in the project management database, run reports, and write reports as directed.
- Create, update, and maintain documents, outreach materials, and manuals as needed.
- Support program staff with supervision and case management for mentors as necessary.

#### **Professional Development:**

- Attend conferences and external professional development opportunities as resources allow
- Participate in team meetings, trainings, and required events/activities to ensure effective coordination

#### **Academic and Professional qualifications:**

- Undergraduate degree in Business Administration, Marketing, Economics, information technology etc.
- Professional qualifications in project management, M&E or communications will be an added advantage.

#### **Work Experience:**

- At least three years' experience in Business development services, mentorship and coaching activities, community engagement or development or related.
- Understanding of Tanzania's private sector and business environment will be an added advantage

#### **Technical Skills and Behavioral Competences:**

- Experience in program coordination or similar roles.
- Strong organizational and communication skills.
- Ability to work effectively with diverse stakeholders.
- Knowledge of mentoring practices and program evaluation.
- Proficiency in database management and report writing.
- Ability to work independently and as part of a team.
- Commitment to gender equality and women's empowerment.

#### **How to Apply**

Interested candidates should submit a resume, cover letter and at list three professional referees via [recruitment@twcc-tz.org](mailto:recruitment@twcc-tz.org) by 10<sup>th</sup> July 2024. All applications should be addressed to;

Executive Director  
Tanzania Women Chamber of Commerce (TWCC)  
Ground floor, Oasis Office Park  
Haile Sellasie Road -Masaki  
P.O.BOX 5591,  
Dar Es Salaam.



Please note that only shortlisted applications will be contacted for interviews. If you do not hear from us within four weeks of the closing date of this advert, please consider that your application has not been successful on this occasion.

TWCC is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidence.



<b>TITLE: Project Coordinator (1 Position)</b>	
<b>Organization:</b> Tanzania Women Chamber of Commerce (TWCC)	<b>Duty Station:</b> Dar es salaam
<b>Type of Contract:</b> Full Time	<b>Reporting:</b> Program Manager
<b>Appointing Period:</b> 3 years	<b>Starting Date:</b> 1 August, 2024
<p><b>Background:</b>  The Tanzania Women Chamber of Commerce (TWCC) - <a href="http://www.twcc-tz.org">www.twcc-tz.org</a> stands as a pivotal organization, uniting various women and youth entrepreneurs across Tanzania. Established in December 2005, TWCC serves as an apex and umbrella entity, encompassing sectoral Business Women Associations, Companies, Cooperatives, Groups, and Sole proprietors. Currently boasting a membership exceeding 15,000, TWCC's reach extends to over 1 million women from all sectors of the economy, spanning 27 Regional Chapters in Tanzania Mainland and Zanzibar, along with 14 Women Sectoral Associations, and 11 Platforms catering to women in Cross Border Trade.  TWCC's primary objective lies in fostering unity among women and youth entrepreneurs, including those in the informal sector, to promote business formalization and growth. Through robust capacity-building initiatives and mentorship programs, TWCC endeavors to alleviate poverty among women by equipping them with the necessary skills and resources for success. Moreover, TWCC collaborates closely with both private and public sector entities to advocate for favorable policies conducive to the flourishing of women owned enterprises.</p>	
<p><b>Job Summary:</b>  The Project Coordinator at the Tanzania Women Chamber of Commerce (TWCC) plays a pivotal role in overseeing and facilitating projects aimed at advancing women entrepreneurs' access to opportunities, particularly within the context of regional integration. This position involves coordinating project activities, managing resources, facilitating communication, and ensuring projects align with TWCC's objectives and organizational goals.</p>	
<p><b>Duties and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Oversee project implementation to ensure alignment with TWCC's goals and objectives.</li> <li>• Monitor project progress and adapt plans as needed to achieve targeted results.</li> <li>• Coordinate project activities, timelines, and deliverables to ensure successful execution.</li> <li>• Allocate resources efficiently to support project activities and maximize outcomes.</li> <li>• Monitor resource utilization and adjust as necessary to optimize efficiency.</li> <li>• Schedule stakeholder meetings and facilitate communication between project team members, TWCC leadership, and external partners.</li> <li>• Serve as a point of contact for project-related inquiries and communications.</li> <li>• Manage project documents, including plans, budgets, schedules, and scope statements, in accordance with TWCC's standards and procedures.</li> <li>• Track project progress and milestones and prepare regular reports for TWCC management and stakeholders.</li> <li>• Analyze project outcomes and identify opportunities for improvement or adaptation.</li> <li>• Cultivate partnerships with external stakeholders, including government agencies, regional integration bodies, and other organizations, to enhance project impact and sustainability.</li> <li>• Ensure that project activities are designed to support and empower women entrepreneurs, particularly in accessing regional integration opportunities.</li> <li>• Advocate for policies and initiatives that promote gender equality and women's economic empowerment in regional integration processes.</li> <li>• Preparing Quarterly progress report, updating project workplan and monitoring plan.</li> </ul>	
<p><b>Academic and Professional qualifications:</b></p> <ul style="list-style-type: none"> <li>• Master's degree in a relevant field, such as project management business administration, economics, international trade or development, or gender studies</li> <li>• Professional qualifications in project management, M&amp;E will be an added advantage.</li> </ul>	

**Work Experience:**

- At least three years' experience in Project or programme management

**Technical Skills and Behavioral Competences:**

- A good understanding of the Project Management Cycle from start to finish (PCM).
- Proven experience in project coordination or management, preferably with a focus on women's empowerment or economic development.
- Strong organizational and communication skills.
- Ability to work effectively with diverse stakeholders, including women entrepreneurs, government agencies, and development partners.
- Knowledge of regional integration processes and their implications for women entrepreneurs.
- Commitment to TWCC's mission of promoting gender equality and women's empowerment in business and economic development

**How to Apply**

Interested candidates should submit a resume, cover letter and at list three professional referees via [recruitment@twcc-tz.org](mailto:recruitment@twcc-tz.org) by 10<sup>th</sup> July 2024. All applications should be addressed to;

Executive Director  
Tanzania Women Chamber of Commerce (TWCC)  
Ground floor, Oasis Office Park  
Haile Sellasie Road -Masaki.  
P.O.BOX 5591,  
Dar Es Salaam.

Please note that only shortlisted applications will be contacted for interviews. If you do not here from us within four weeks of the closing date of this advert, please consider that your application has not been successful on this occasion.

TWCC is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidence.