



<b>TITLE:</b> Project Officer	
<b>Organization:</b> Tanzania Women Chamber of Commerce (TWCC)	<b>Duty Station:</b> Any
<b>Type of Contract:</b> Full Time	<b>Reporting:</b> Program Manager
<b>Appointing Period:</b> 1 Year with Possibility of extension	<b>Starting Date:</b> September, 2023
<p><b>Background:</b>  Tanzania Women Chamber of Commerce (TWCC) – <a href="http://www.twcc-tz.org">www.twcc-tz.org</a> is an Apex and umbrella organization uniting sectoral Business Women Associations, Companies, Cooperatives, Groups and Sole proprietors who have agreed to form a united front to advocate, lobby and network for the wellbeing of their businesses and growth of women entrepreneurs. It was established in December 2005 as women in business umbrella Chamber in Tanzania. The Chamber has more than 12,000 members from all Sectors which Comprises 27 Regional Chapters (Branches) in Tanzania Mainland and Zanzibar, 14 Women Sectoral Associations and companies owned by women (Both Large, Small and Medium). The Chamber’s objective is to bring women entrepreneurs from all walks of life together, including those in the informal sector, in order to encourage their growth and fight poverty amongst women.</p>	
<p><b>ROLE PURPOSE:</b>  The Project Officer will primarily provide technical support in the implementation of the Project at Regional and National Levels. He/she will engage in regular coordination and consultation with the Project Coordinator; provide technical inputs during planning, implementation, and completion of the project; monitor the implementation and progress of project activities; and ensure timely completion of deliverables based on TWCC’s tools and standards.</p>	
<p><b>KEY AREAS OF ACCOUNTABILITY:</b></p> <ol style="list-style-type: none"> <li><b>1. Programming / Project Implementation</b> <ol style="list-style-type: none"> <li>a. Conceptualizes, plans and implement activities that support the completion of project goals and objectives in coordination with the Project Coordinator and Project Manager from the National Office.</li> <li>b. Develop activity proposals that details rationale, target beneficiaries, activity design, expected outcomes, and activity budget.</li> <li>c. Regularly provides technical inputs to all on-going project activities.</li> <li>d. Ensures results-based implementation, monitoring, evaluation and documentation of outcomes of project interventions in the project highlighting their impacts on women and their families, as well as the estimation and reporting of total reach.</li> </ol> </li> <li><b>2. Networking, Partnership and Advocacy</b> <ol style="list-style-type: none"> <li>a. Coordinates closely with other TWCC staff such as thematic program officers, area program coordinators and relevant project coordinators in delivering programs in the project area.</li> </ol> </li> </ol>	



- b. Develops linkages with different stakeholders such as local government Authorities, national and local government agencies, civil society organizations, and the private sector towards building a support network for the project in the area;
- c. Serves as resource person on the project and in TWCC Regional office.
- d. Attend and participate as the official TWCC representative to partners' meetings, workshops, trainings, conferences related to the project.

### **3. Monitoring and Evaluation**

- a. Ensures documentation of project activities to meet reporting requirements of TWCC Donor and Strategic Partners
- b. Conducts regular monitoring of project activities using TWCC tools and standards.

### **4. Capacity Building / Technical Coordination**

- a. Assists in development of training materials including training manuals in coordination with other related departments such as Marketing and Business Development Services at National Office
- b. Serve as technical resource person for capacity building for local Government representatives, BDS providers, community volunteers/Champions, and civil society partners.

### **5. Administration**

- a. Secures budget allocation for the implementation of project activities.
- b. Monitors balance of budget allocated for the project.
- c. Ensures the appropriate use and security of assets and equipment assigned.

### **6. Others**

- a. Performs any other duties and tasks commensurate with the responsibilities and level of the post.
- b. Assist in the recruitment of new members and contribute in the implementation of membership services Charter
- c. Maintain Membership database at Regional Level in collaboration with TWCC leaders in the respective Region
- d. Organize in collaboration with TWCC Regional team, assist in the preparation of Regional networking events for women entrepreneurs etc.

## **REQUIRED CORE COMPETENCIES:**

### **Leading cluster**

- Leading and inspiring others - Demonstrates leadership in all our work, embodies our values, and articulates a compelling vision to inspire others to achieve our goals for Women Economic Empowerment.

### **Thinking cluster**

- Problem solving and decision making - Takes effective, considered and timely decisions by gathering and evaluating relevant information from within or outside the organization.
- Innovating and Adapting - Develops and implements innovative solutions to adapt and succeed in ever-changing and uncertain global and working environments.
- Applying technical and professional expertise - Applies the required technical and professional expertise to the highest standards; promotes and shares best practice within and outside the organization.



## Engaging cluster

- Working effectively with others - Works collaboratively to achieve shared goals and thrives on diversity of people and perspectives; knows when to lead and when to follow and how to ensure effective cross- boundary working.
- Communicating with impact - Communicates clearly and confidently with others to engage and influence; promotes dialogue and ensures timely and appropriate messages, building confidence and trust.
- Networking - Builds and uses sustainable relationships and networks to support the work of TWCC

## QUALIFICATIONS AND EXPERIENCE

### Essential

- University degree in the Project Management, Sociology, Food Science, Agriculture, Economics or related field
- At least two years of work experience in program administration or other related fields; work experience in the development setting (NGO) is a plus
- Experience and fundraising skills will be an added advantage
- Demonstrated competencies in community mobilization, coordination and partnership preferably in assigned project area with experience on private Sector and Women Empowerment based and project/program implementation.
- Willingness and ability to travel in other Regions as needed.

### Desirable

- Understanding of Gender equality and women economic empowerment issues

## How to apply

All Applications including motivational letter and CV should be addressed and submitted to the following email;

Executive Director

Tanzania Women Chamber of Commerce (TWCC)

Sabasaba Ground, Plot No. 436

Block A, Kilwa Road (Temeke)

P.O Box 5591,

Dar es salaam.

Email: [info@twcc-tz.org](mailto:info@twcc-tz.org) and copy to [womenchambertz@gmail.com](mailto:womenchambertz@gmail.com) before by 9<sup>th</sup> August, 2023. 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.

Note: TWCC is committed to achieving workforce diversity in terms of gender, nationality and culture. Young women are encouraged to apply. All applications will be treated with the strictest confidence.