



JOB TITLE: Project Manager – Youth Empowerment Project

Department:

Location: FINCA Head Office, Dar es Salaam

Validity period: 29/04/2025 – 13/05/2025

JOB SUMMARY

FINCA Tanzania is recruiting a Project Manager to lead the Increasing Economic Opportunities for Youth project, which targets youth unemployment and promotes gender equality in line with Canada's Feminist International Assistance Policy. The project focuses on empowering youth — especially young women — through vocational training, entrepreneurship, employment opportunities, and financial inclusion. The Project Manager will oversee project planning, execution, stakeholder coordination, and reporting, ensuring timely and quality delivery of results.

Essential Duties

- Provide overall strategic direction and leadership for the Youth Empowerment Project.
- Serve as the primary liaison between FINCA Tanzania, FINCA Canada, and external implementing partners.
- Ensure alignment of implementation plans and key performance indicators (KPIs) with donor expectations.
- Facilitate joint planning sessions and regular coordination meetings with partners to ensure coherent and aligned project delivery.
- Represent the project in FINCA Tanzania Executive Committee (EXCO) and donor forums and support strategic resource mobilization efforts
- Lead the development and regular updating of the project implementation plan and annual work plans.

- Coordinate input from internal departments and external partners to ensure a comprehensive and actionable work plan.
- Establish and communicate activity schedules, milestones, and responsibilities to ensure clarity and accountability.
- Monitor implementation progress, flag potential risks, and escalate issues proactively to ensure timely resolution.
- Promote cross-functional collaboration across departments such as marketing, finance, data, and M&E
- Oversee the full project cycle from initiation to closure, including monitoring partner-led activities.
- Facilitate collaboration and joint implementation among implementing partners.
- Lead regular joint review meetings to assess progress and strengthen accountability.
- Document and manage any changes to project scope, budget, or deliverables in coordination with relevant stakeholders.
- Track and evaluate partner performance against agreed deliverables and quality benchmarks.
- Promote and implement tools and approaches for effective joint project execution and adaptive learning.
- Coordinate timely and accurate data collection from partners and internal teams for consolidation into progress reports.
- Track project performance against KPIs, identify performance gaps, and support corrective action planning.
- Assist partners in documenting and disseminating success stories and key lessons learned.
- Prepare and submit comprehensive donor reports (narrative and financial), ensuring accuracy and completeness.
- Ensure proper retention and filing of project records in compliance with donor requirements
- Ensure timely and compliant financial reporting by internal teams and implementing partners.
- Review and monitor monthly financial liquidation reports to ensure alignment with project budgets.
- Track and record both in-kind and financial contributions from all partners.
- Maintain a centralized documentation system for all financial and programmatic records

Required Qualifications

- Master's degree in Project Management, Development Studies, Business Administration, Social Sciences, or a related field.
- Minimum of 7 years of experience in managing donor-funded development projects.
- At least 3 years of experience managing consortium or multi-stakeholder initiatives.
- Demonstrated expertise in project cycle management, donor reporting, budgeting, and partner coordination

***Send your CV not later than May 13, 2025
to TZ_Recruitment@finca.co.tz***

#Only shortlisted candidates will be contacted