



# CEO Roundtable of Tanzania

Ethical Leadership for Growth and Prosperity

## JOB DESCRIPTION

JOB TITLE:	<b>Project Coordinator</b>
REPORTS TO:	Executive Director
OVERSEES:	Performance of CEOrt Projects
CONTRACT TERM:	One (1) Year

## **JOB PURPOSE:**

The Project Coordinator responsibilities include preparation of comprehensive action plans including planning, resources, budgeting, timeframes, and coordinating for the successful implementation of CEOrt projects.

This will include coordinating various day-to-day activities such as administrative duties, project documentation, financial queries, event management and reporting to ensure that all projects are completed on time, within budget and meet high quality standards.

## **ORGANISATIONAL CONTEXT:**

The CEO Roundtable of Tanzania (CEOrt) is a policy dialogue forum bringing together CEOs of leading companies in Tanzania. Established in 2000, the CEOrt fosters close cooperation between the public and private sector in Tanzania with the view of accelerating expansion and growth of the Tanzanian economy in a sustainable manner.

Registered in 2008, the CEO Roundtable currently represents over 140 CEOs doing business in Tanzania with the main functions of networking, advocacy and advisory.

Over the course of the last few years, the CEO Roundtable has developed key focus areas, which focus on ensuring the sustainable socio-economic development of Tanzania. These key areas are: Ethical Leadership and Anti-corruption, Business and Sustainability and Human Capacity Building, which have evolved into tangible projects for the organisation.

To ensure the projects will respond to and meet the expectations of the CEOrt members, it is critical that these projects result in tangible results, which have a measurable and positive impact on Tanzania's economic development. Therefore, the position of Project Coordinator is a critical position for the CEOrt as this employee is expected to drive these nascent projects in order to achieve the next level of success.

## **DETAILED JOB ACCOUNTABILITIES:**

### *Project Coordination*

- Coordinate project management activities, resources, equipment and information.
- Break down projects into tangible actions and set timeframes.
- Liaise with clients and stakeholders to identify and define requirements, scope and objectives.
- Ensure clients' needs are met as projects evolve.
- Monitor project progress and manage any issues that arise.
- Serve as the main point of contact and communicate project status to all key stakeholders.
- Create and maintain comprehensive project documentation, plans and reports.
- Ensure standards and requirements are met through conducting quality assurance tests.
- Ensure revenue targets are met within the stipulated financial and budgeting guidelines.
- Prepare and submit management reports on project activities, schedules and plans as per agreed timelines.
- Prepare and submit client reports for on-going and concluded projects.
- Responsible for comprehensive event management pertaining to CEOrt project including but not limited to securing sponsorship, coordinating venue, scheduling guest speakers, managing guest lists, preparation of event program and promotional marketing material and accurate capture of minutes.

### *Business Development*

- Carry out Sales and Marketing activities with the objective of generating more business opportunities for growth and development.
- Identify and attend strategic networking events to promote CEOrt project visibility, enhance interactions with business leaders, seek new business opportunities, and ensure repeat business.

### *Client Relationship Management*

- Develop and maintain relationships with new and existing clients, developing industry linkages to ensure the continuity of CEOrt projects.
- Continually devise innovative ideas and seek opportunities to enhance the client/partner experience and value proposition.

## *Marketing and PR*

- Ensure visibility of CEOrt projects within the membership, partners and external stakeholders by devising and utilising effective communication models.
- Enhance CEOrt project brands through various media channels (online, print, TV and radio).
- Preparation of relevant and effective Marketing collateral to support CEOrt projects.

## **KEY PERFORMANCE INDICATES:**

- Plan and budget aligned to CEOrt projects.
- % Planned activities implemented.
- % Increased visibility of CEOrt project activities.
- % Funds raised against set target.
- Smooth and effective implementation of CEOrt projects and events.
- % Increase of engaged sponsors/donors
- % Increase of engaged members
- Timely and accurate reports

## **KEY INTERFACE:**

- Executive Director
- Project Committees
- Board of Directors
- CEOrt Members
- External Stakeholders and Partners
- CEOrt Support Staff