

# Consultant Project Manager

**Position:** Project Manager

**Employment Type:** Consultant

**Reports To:** Head of Operations / Managing Director

**Location:** Dar es Salaam, Tanzania, with travel to field sites and partner locations as necessary.

## About Sahara Consult

Sahara Consult is a leading management consulting firm specialising in strategic advisory, innovation support, and project management across development, technology, and impact-driven sectors. We collaborate with development partners, corporate organisations, governments, and ecosystem actors to deliver transformative solutions that foster sustainable growth and social advancement.

As part of our expanding portfolio, we seek a highly skilled **Consultant Project Manager** to lead the implementation, coordination, and delivery of a multi-stakeholder project within Sahara Consult.

## 1. Purpose of the Assignment

The Consultant Project Manager will be responsible for overall project leadership, delivery, partner coordination, reporting, and stakeholder engagement. The ideal candidate will have strong project management expertise, excellent communication and writing skills, and demonstrated experience managing complex programmes in development, innovation, technology, or related fields.

## 2. Scope of Work and Key Responsibilities

### A. Project Planning and Execution

- Develop comprehensive project plans including timelines, budgets, milestones, and risk registers.
- Oversee day-to-day implementation of project activities, ensuring alignment with project objectives.
- Monitor progress, identify bottlenecks, and implement corrective or mitigation actions.
- Ensure all deliverables are met on time, within scope, and within budget.

## **B. Stakeholder and Partner Engagement**

- Build and maintain relationships with key partners including government bodies, NGOs, private sector actors, academic institutions, and community organisations.
- Facilitate partner meetings, workshops, policy dialogues, and collaborative platforms.
- Identify strategic opportunities for partnerships, resource mobilisation, and knowledge exchange.
- Maintain continuous communication with donors, partners, and beneficiaries.

## **C. Programme Coordination and Administration**

- Coordinate logistics for programme activities including trainings, workshops, events, and community engagements.
- Manage programme resources, documentation, communication, and administrative workflows.
- Prepare high-quality materials: reports, presentations, briefs, activity outlines, and communication tools.

- Ensure adherence to donor, organisational, and contractual compliance requirements.

## **D. Writing, Documentation, and Communication**

- Draft proposals, concept notes, progress reports, donor reports, technical briefs, and memoranda.
- Develop communication outputs such as newsletters, feature stories, social media content, and digital updates.
- Translate project achievements into compelling narratives for stakeholders.
- Support knowledge dissemination through blogs, toolkits, case studies, and lessons-learned documents.

## **E. Monitoring, Evaluation, Research, and Learning (MERL)**

- Track project indicators, targets, outcomes, and milestones.
- Conduct regular reviews, data assessments, and adaptive planning sessions.
- Contribute to the formulation of learning agendas, knowledge products, and best-practice documents.
- Ensure timely submission of technical and financial reports.

## **F. Ecosystem Engagement and Technical Insight**

Drawing from the EdTech JD's ecosystem approach:

- Stay informed on emerging trends in the startup, technology, innovation, or sector-relevant landscape.

- Identify opportunities for innovation, digital solutions, and ecosystem strengthening.
- Engage with entrepreneurs, innovators, and partners to integrate suitable tools and approaches into project delivery.

## G. Gender, Youth, and Inclusion Mainstreaming

- Integrate gender-responsive, youth-inclusive, and disability-sensitive considerations across all activities.
- Support meaningful engagement of marginalised groups and ensure equitable participation.

## Measurable KPIs for the Project Manager

### 1. Project Delivery and Management

- Deliver **95 per cent of project activities** according to the approved work plan each quarter.
- Maintain budget variance at **no more than 5 per cent** per reporting period.
- Submit **100 per cent of deliverables** (reports, plans, documents) by the agreed deadlines.
- Conduct **monthly risk assessments** and resolve **at least 80 per cent of identified risks** within the same month.

### 2. Stakeholder & Partner Engagement

- Facilitate a minimum of **2 stakeholder engagement meetings per month** (physical or virtual).

- Establish **4 new strategic partnerships per year** aligned with project objectives.
- Achieve **stakeholder satisfaction score of at least 80 per cent** through bi-annual assessments.
- Maintain **timely communication** by responding to partner queries within **3 working days**.

### 3. Communication, Documentation, and Visibility

- Produce **one success story or case study every quarter**.
- Submit **100 per cent of donor and internal reports** on or before the deadline, with **95 per cent rated satisfactory or above**.
- Increase social media engagement (likes, comments, shares) related to the project by **20 per cent every quarter**.
- Publish **one newsletter update or external communication piece per month**.
- Develop and share **4 knowledge products annually** (toolkits, briefs, lessons learned, guides).

### 4. Programme Reach and Impact

- Increase project reach (participants, beneficiaries, organisations engaged) by **15 per cent annually**.
- Support or onboard **at least 20 beneficiaries/participants/startups per quarter**, depending on project type.
- Document **a minimum of 3 impact stories annually** demonstrating behaviour change, capacity improvement, or adoption of innovation.
- Facilitate **at least 2 training or capacity-building sessions per quarter**.

## 5. Learning, MERL, and Adaptive Management

- Conduct **quarterly review and learning sessions** with internal teams and partners.
- Update MEL tools (tracking sheets, dashboards) **monthly** with 100 per cent completeness.
- Implement **at least 3 adaptive actions annually** based on MEL findings or stakeholder feedback.
- Ensure **95 per cent data accuracy** for all indicators collected and reported.

## 6. Gender, Youth, and Inclusion Mainstreaming

- Ensure **40 per cent participation from youth and women** across programme activities (or donor-required threshold).
- Conduct **at least 1 inclusion-focused session or sensitisation activity per quarter**.
- Integrate gender and inclusion considerations into **100 per cent of activity designs and reports**.

## 7. Ecosystem Engagement and Innovation Insight

- Engage with **at least 10 ecosystem actors per quarter** (startups, tech hubs, industry partners, innovators).
- Identify and recommend **at least 3 relevant innovations, tools, or approaches annually** for programme adoption.
- Attend a **minimum of 3 ecosystem events annually**, representing Sahara Consult or enriching programme learning.

## Qualifications and Experience

- Bachelor's degree in project management, development studies, social sciences, business administration, ICT, or a relevant field. Master's degree preferred.
- Minimum five years of experience managing complex development or innovation-related projects.
- Strong skills in planning, coordination, partner engagement, and communication.
- Experience in ecosystem work such as innovation, technology, entrepreneurship, EdTech, youth empowerment, or social impact (preferred but not mandatory).
- Excellent writing skills with the ability to produce high-quality reports, proposals, and communication outputs.
- Demonstrated ability to lead multi-dimensional activities under tight timelines.
- Familiarity with project management tools such as Agile, PRINCE2, or similar.
- Fluency in English and Swahili required.

### Submission Requirements

Interested individuals should submit their CVs to **[careers@saharaventures.com](mailto:careers@saharaventures.com)**

### Deadline: Open Call