

GENERAL:

Job Title: Program Coordinator
Department: Commercial
Job Grade: B/C2
Reports to: Program Manager

JOB PURPOSE:

The Program Coordinator provides effective and efficient coordination support for the implementation of Food and Agriculture projects in Tanzania. The role ensures projects are delivered in line with strategic objectives, approved work plans, budgets, and organizational policies.

The position plays a central role in coordinating project teams, supporting budget and resource management, strengthening stakeholder engagement, and ensuring timely delivery of project outputs while contributing to the commercial and social impact objectives of the Food and Agriculture pillar.

MAIN DUTIES AND RESPONSIBILITIES:

- Coordinate implementation of Food and Agriculture projects in line with approved strategies, policies, and procedures.
- Develop and consolidate annual, quarterly, and monthly project activity plans and budgets to ensure effective utilization of allocated resources.
- Provide regular project performance updates, progress reports, and risk alerts to leadership.
- Coordinate project implementation staff, promote teamwork, and support on-the-job coaching, learning, and capacity development.
- Support processing and reconciliation of project documentation including work plans, budgets, expense requests, contracts, and programme reports.
- Ensure pillar initiatives are delivered on time, within scope, and achieve or exceed planned outcomes.
- Support documentation and dissemination of project success stories, lessons learned, and best practices.
- Work closely with the Project Manager to manage performance, mitigate risks, and sustain team morale.
- Lead coordination and communication across internal teams and external stakeholders.
- Engage and network with development partners and multi-stakeholder platforms.
- Plan and coordinate project-related events, workshops, and beneficiary activities, including logistics, venues, materials, and stakeholder coordination.
- Under guidance of senior leadership, support budget management, monitoring of commitments, and timely disbursements.
- Support procurement and administration of consultants, service providers, and implementing partners.
- Collaborate with Data Management and M&E teams to support data quality assurance processes.
- Provide input into business development initiatives when required.
- Support pillar leadership in stakeholder and partnership management and represent the pillar when delegated.
- Perform any other duties as assigned in support of programme objectives

CORE ACCOUNTABILITIES AND DELIVERABLES

Financial

- Support growth of Food & Agriculture customers with active bank accounts.
- Contribute to delivery of F&A loan portfolio growth and deposit mobilization targets.
- Support income generation and cost control through effective coordination and budget management.
- Financial – Combined Revenue in deposits, loans, income, client accounts and Portfolio at Risk (PAR) metrics)
- Customers/Clients – smallholder farmers, MSMEs, Farmer Producer Organizations (Cooperatives) corporates, including produce off-takers –farmers,

People

- Program assistant/admins
- Coordinates and supports project implementation staff across regions and functions.

Processes

- Ensure compliance with EGF, donor, and Equity Group policies and procedures.
- Strengthen project planning, reporting, and documentation processes.
- Processes – client acquisition, budget and expense management

Systems

- ERP
- PowerApps
- DMIS

Customers / Clients

- Farmers, Ag-MSMEs, project beneficiaries.
- Development partners, implementing partners, and ecosystem stakeholders.

KEY DECISIONS MADE BY THE JOB-HOLDER (NOT RECOMMENDATIONS) AND HOW OFTEN

- Prioritization and scheduling of project activities in consultation with leadership.
- Coordination of project resources and logistics.
- Escalation of project risks, delays, and budget variances.
- Project budget management and efficient utilization
- (Frequency: Daily to monthly depending on project cycle.)

COMPLEXITY EXPECTED IN THE ROLE (E.G. MULTIPLE COUNTRIES, CROSS-FUNCTIONAL RESPONSIBILITIES, DELIVERING THROUGH OTHER THIRD PARTIES, E.G.)

- Extensive Coordination of multiple projects and activities across regions intra-country, and limited inter-country programme coordination
- Individual ownership and management of distinct projects, while connecting them all to programme objectives.
- Engagement with diverse internal and external stakeholders.
- Balancing development outcomes with commercial and governance requirements.
- Managing competing priorities within defined timelines and budgets.

CRITICAL RELATIONSHIPS/STAKEHOLDERS/CONTACTS

Internal

- Program field teams
- Project Managers and Senior Leads
- Food & Agriculture Team in the field
- Finance, Procurement, and HR Teams
- Monitoring & Evaluation and Data Teams
- Commercial/ Data teams

External

- Development partners and donors
- Implementing partners and consultants
- Service providers and vendors

QUALIFICATION, SKILLS AND KNOWLEDGE:

Qualifications & Experience

- 5+ years in project coordination, programme management, or development operations.
- University degree in Project Management, Agriculture, Agribusiness, Economics, Development Studies, Business Administration, or a related field.
- Certification in Project Management (PMP, PRINCE2, or equivalent).
- Training in monitoring & evaluation, financial management, or data analysis or donor compliance.

Exposure

- Development programmes, agribusiness, financial inclusion, or donor-funded projects.
- Multi-stakeholder and partnership-driven environments
- Program budget management and financial analysis
- Data management and analysis skills

Key Technical Skills & Leadership Competencies

Technical Skills

- Project coordination and administration
- Budgeting and financial tracking
- Stakeholder engagement and partnership coordination
- Reporting, documentation, and data quality support
- Event planning and logistics coordination

Leadership & Behavioural Competencies

- Strong organizational and coordination skills
- Attention to detail and accountability
- Effective communication and teamwork
- Problem-solving and proactive risk management
- High integrity and professionalism

If you believe you can clearly demonstrate your abilities to meet the criteria given above, please submit your job application cover letter along with a detailed resume, copies of the relevant certificates and testimonials in a single PDF file format, quoting the respective Job title or Ref no. in the subject field to TZRecruitment@equitybank.co.tz by **Saturday 19th April 2026**.

Only short-listed candidates will be contacted.

Equity Bank is an equal opportunity employer. We value the diversity of individuals, ideas, perspectives, insights and values, and what they bring to the workplace.

By submitting your application, you consent to Equity Bank Tanzania Limited collecting and processing your personal data strictly for recruitment, selection, and, where applicable, employment purposes. Equity Bank Tanzania Limited will process your personal data in accordance with the Data Protection and Privacy Act, Cap 97, and its Data Privacy Policy. Your personal information will be treated with the highest level of confidentiality and will not be shared with unauthorized third parties, except where disclosure is required by law or regulatory obligation”.