



MARITIME EMPOWERMENT ORGANIZATION

PROGRAM COORDINATOR POSITION DESCRIPTION

Job Title	Program and Partnership Coordinator
Location	Dar es Salaam, Tanzania, with field travel as required
Reporting	Executive Director
Type of Position	Full-time
Contract Duration	Two years, renewable subject to performance
Grade and Salary	Grade E and Salary MEO5
Start Date	As soon as possible
Application Deadline	12 July 2026
Background	Maritime Empowerment Organization (MEO) is a registered Tanzanian non-governmental organization established to strengthen people's participation in the blue economy sectors. MEO works with youth, women, seafarers, fishers, students, coastal and lake communities, maritime professionals, and institutions to promote inclusive, safe, sustainable, and people-centred blue economy development.
Job Summary	The Programme and Partnerships Coordinator will support the planning, coordination, and delivery of MEO's programmes, projects, and events, while also leading the organisation's partnerships and resource mobilisation work. The role is responsible for ensuring smooth day-to-day implementation of programme activities, including planning, follow-up, documentation, and coordination across teams and stakeholders. In addition, the position will lead the identification of funding opportunities, development of proposals, and management of partnerships with donors, development partners, and other key stakeholders. The role requires strong organisational and coordination skills, the ability to manage multiple tasks and deadlines, and a practical approach to working with teams, partners, and communities in a dynamic environment
Roles and Responsibilities	
Program coordination & implementation	- Coordinate day-to-day implementation of MEO programmes, projects, training, workshops, community activities, and events - Follow up activity plans, timelines, and task assignments - Support delivery of field activities and community engagements - Ensure activities are carried out as planned and completed on time - Coordinate ongoing programme activities across teams
Fundraising & partnership	- Lead identification of funding and partnership opportunities from donors, government, private sector, and development partners - Develop concept notes, proposals, budgets, pitch decks, and partnership materials - Manage and maintain relationships with partners and funding institutions - Coordinate preparation and submission of proposals and funding applications



	v. Represent MEO in partnership meetings, donor discussions, and networking events vi. Maintain and update a funding pipeline and partnership database
Budgeting and Compliance	i. Support preparation of activity and event budgets ii. Assist in tracking expenditure against approved budgets iii. Follow up on financial documentation related to programme activities iv. Work with Finance and Administration teams to ensure proper processing of documents v. Flag financial risks, gaps, or missing documentation for follow-up
Key Deliverables	i. Annual and quarterly programme workplan and implementation calendar. ii. Programme and event budgets prepared and tracked. iii. Monthly programme updates and reports submitted to management. iv. Project activity reports and event reports completed on time. v. Funding opportunity tracker and partner database maintained. vi. Concept notes, proposals, pitch decks, and sponsorship materials prepared. vii. Monitoring data, attendance records, photos, beneficiary feedback, and learning notes properly documented. viii. Risk register prepared for major projects and events.
Expected Qualifications	i. A diploma or Bachelor's degree in Project Management, Development Studies, Maritime Studies, Environmental Management, Fisheries, Marine Science, Business Administration, Community Development, Economics or a related field. ii. Prior work experience is not mandatory. MEO welcomes passionate and committed individuals who are ready to begin their career journey with the organization and grow through practical exposure, mentorship and hands-on programme implementation
Skills and Capabilities	i. Ability to prepare concept notes, proposals, reports, budgets, meeting minutes, presentations, and partner briefs. ii. Good understanding of Tanzania's maritime sector, blue economy, fisheries, coastal communities, seafarers' welfare, environmental conservation, or youth development. iii. Ability to manage multiple activities, deadlines, teams, and stakeholders. iv. Strong digital skills, including AI, Microsoft Word, Excel, PowerPoint, Google Workspace, email communication, and online meeting platforms.
Equal Opportunity Statement	Maritime Empowerment Organization is committed to equal opportunity, inclusion, and respect for diversity. Qualified candidates are encouraged to apply regardless of gender, background, disability, region, or social status.
Application Process	Submit by link: https://forms.gle/GvwLXtdhDd4XWrEaA
Confidentiality Note	All documents and information received during the recruitment process will be treated with confidentiality and used only for recruitment purposes.