



“Education for Development”

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**JOB ADVERTISEMENT**

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**Position: Planning Officer**

**Location:** Comenius Polytechnic Institute, Tabora

**Employment Type:** Full-time

**Background:**

Comenius Polytechnic Institute is a post-secondary institution offering technical and vocational education and training at certificate and diploma levels. We seek a dynamic Planning Officer to enhance our resource mobilization efforts and support strategic growth objectives.

**Key Responsibilities:**

**1. Resource Mobilization:**

- Identify and manage grants from local, regional, and international donors.
- Cultivate partnerships with corporate entities, NGOs, and government agencies.
- Design and implement innovative fundraising campaigns.
- Research and recommend diverse funding sources beyond tuition fees.

**2. Project Development and Management:**

- Coordinate projects aligned with strategic goals.
- Prepare project proposals, budgets, and timelines.
- Monitor ongoing projects, ensuring compliance with donor requirements.

**3. Strategic Planning:**

- Lead the development and review of strategic and operational plans.
- Analyze institutional data to guide decision-making.
- Ensure alignment of projects with long-term goals.

**Qualifications and Experience:**

- Bachelor’s degree in Project Management or a related field.
- Strong understanding of donor trends in the education sector.
- Excellent communication, negotiation, and interpersonal skills.
- Proficiency in project management tools and Microsoft Office Suite.

**Personal Attributes:**

- Self-motivated with a proactive approach.
- Strategic thinker with strong analytical skills.

**Salary:** Negotiable

**How to Apply:**

Interested candidates should submit their CV, cover letter, and at least two references to:

**Comenius Polytechnic Institute**

P.O. Box 404, Tabora

Email: [info@cpi.ac.tz](mailto:info@cpi.ac.tz) OR [recruitment@cpi.ac.tz](mailto:recruitment@cpi.ac.tz)

Physical Address: Plot No 13, Block X, Cheyo Area

Mobile: 0653041900 OR 0688068956

**Application Deadline:** [6<sup>th</sup> January 2025]