STRATEGIC ENGAGEMENT LIMITED
Plot 7, Ntinda Road - Kampala
P.O. Box 200194 | Kampala, Uganda
Tel: (+256) 392175220 | (+256) 200975220
www.se.holdings

JOB DESCRIPTION

Project Coordinator

REPORTS TO	DEPARTMENT	DUTY STATION
Project Manager	Finance	Head Office

01 Job Summary

The Project Coordinator is responsible for coordinating the planning, execution, monitoring, and reporting of assigned business projects to ensure successful delivery within agreed timelines, scope, quality, and budget. The role supports project governance through performance tracking, stakeholder coordination, compliance monitoring, business analysis, financial reconciliations, and reporting while ensuring customer service commitments and organizational objectives are achieved. The incumbent serves as the central point of coordination between internal teams, business partners, customers, and external stakeholders to facilitate efficient project implementation and continuous performance improvement.

02 Key Deliverables

- Coordinate the implementation and execution of assigned projects from initiation to completion.
- Monitor project milestones, deliverables, and compliance with agreed service levels.
- Prepare accurate and timely project performance reports and dashboards.
- Develop and maintain project performance trackers and reporting tools.
- Coordinate timely reimbursements and financial settlements with project partners.
- Support order coordination to ensure products are delivered on time and in full (OTIF).
- Conduct business performance analysis and provide actionable insights.
- Perform account reconciliations and support project financial reporting.
- Maintain accurate project documentation and records.
- Coordinate stakeholder engagements and partnership management activities.
- Support monthly audits and compliance reviews.
- Drive continuous improvement of project processes and reporting systems.

03 Expected Outcomes

- Projects delivered according to approved scope, timelines, and quality standards.
- Accurate and timely project reporting to management and stakeholders.
- Improved visibility of project performance through effective dashboards and trackers.
- Timely reimbursement and settlement of partner payments.
- On-time and in-full (OTIF) customer deliveries supported through effective coordination.
- Accurate business analysis supporting informed decision-making.
- Strong stakeholder engagement and collaboration across departments.
- High compliance with project governance, audit, and operational procedures.
- Improved operational efficiency through data-driven process improvements.

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04 Qualifications

- Bachelor's Degree in Business Administration, Project Management, Supply Chain Management, Industrial Engineering, or a related discipline.
- Project Management certification (PMP, PRINCE2, Agile, CAPM, or equivalent) is an added advantage.

05 Experience

- Minimum of 3 years' experience in project coordination, business operations, sales support, commercial operations, or business analysis.
- Experience managing cross-functional projects.
- Experience in financial reporting and account reconciliation.
- Experience in stakeholder and partnership management.
- Experience using ERP systems such as SAP is desirable.
- Experience in FMCG, petroleum, logistics, or commercial operations is an added advantage.

06 Knowledge

- Project management principles and methodologies.
- Business analysis and performance management.
- Financial analysis and account reconciliation.
- Customer service and order management.
- Supply chain and commercial operations.
- Performance reporting and dashboard development.
- Data management and business intelligence.
- Microsoft Office Suite (advanced Excel and Power BI are an advantage).
- ERP systems such as SAP.
- Audit and compliance requirements.

07 Core Competencies

- Project coordination and implementation
- Business and financial analysis
- Project evaluation and monitoring
- Performance reporting and dashboard development
- Data analysis and interpretation
- Account reconciliation
- Business process improvement
- ERP/SAP systems
- Stakeholder management
- Customer relationship management
- Report writing and presentation
- Risk identification and issue management

08 Working Environment

- Office-based role with frequent collaboration across multiple business functions.
- Regular interaction with Finance, Supply & Distribution, Sales, Customer Service, Procurement, and external business partners.
- Fast-paced environment with multiple concurrent projects and strict reporting deadlines.
- Significant use of ERP systems, Microsoft Excel, Power BI, and other reporting tools.
- Occasional travel may be required to support project implementation and stakeholder engagements.