



VACANCY ADVERTISEMENT

Hand in Hand Eastern Africa-Tanzania (HIHEA TZ) is a Non-Governmental Organization (NGO) registered in Tanzania since 2016 with a mandate to operate in the country, and part of the Hand in Hand Global Network. Our vision is to empower with sustainable jobs and enterprises. HIHEA (TZ) currently leads field operations through its two branches, in Moshi and Arusha.

The organization works with marginalized communities in the areas of economic and social empowerment using a participatory approach aimed at helping people fight poverty and vulnerability. The Hand in Hand enterprise and job creation approach is based on a philosophy of self-help, providing training, skills and support to enable people living in poverty, particularly women, to build and sustain independent, market-based, economic activities. This provides for a higher level of income for them and their families, which in turn contributes to greater food security, better education for children, and increased access to healthcare, improved housing, and overall improved livelihoods

SUMMARY MONITORING & EVALUATION OFFICER JOB DESCRIPTION AND SPECIFICATIONS. REF.NO: HTZ M&EO-01/2021 (1) POST

The position is responsible for providing support to program/project implementation in monitoring and measuring the impact of programs and activities; communicating M&E information, development of monitoring tools, data surveys; collection, analysis and interpretation, structured data manipulation, coordination and follow-up on all field monitoring and evaluation activities, and reporting.

Duties and Responsibilities

- Conduct baseline surveys, evaluations and studies as designed in program implementation framework for HiH EA-TZ.
- Support the M&E Manager in defining and implementing of the key performance indicators (KPI), as well as monitoring throughout the duration of projects.
- Undertake M&E activities and initiatives including management of data quality, tracking progress of program activities implementation and impact and outcomes.
- Support in the implementation and reviews of work-plans for M&E.
- Assist the M&E Manager in development and implementation of M&E framework, systems, structures and procedures (e.g., logical framework, project performance tracking, indicators, data flow chart and M&E manuals).
- Support the development and pre-testing of monitoring and evaluation tools.
- Assist in capacity building of staff in monitoring and evaluation and train enumerators on use of tools and data collection before surveys.
- Assist the M&E Manager in proposing strategies to facilitate data collection, flow of data and increase its use and demand amongst program staff.
- Perform regular field visits to ensure projects/programs are implemented according to project/program design.
- Undertake data analysis, interpretation, manipulation and reporting for internal use and external distribution to partners, donors, government agencies etc.
- Support fundraising and resource mobilization by providing relevant data and information for proposal writing, concept papers etc.
- Maintain positive relationship with beneficiaries, local communities, partners, collaborators, government agencies and other external contacts.

- Represent and participate in forums where nominated and promote HiH EA-TZ's work.
- Compile and submit periodic and management reports as prescribed.
- Keep abreast of developments in program changes and progress in order to advise and recommend tools and strategies to increase program performances and results.
- Ensure compliance with relevant norms, protocols, guidelines and regulations as established by the M&E system and maintain high quality standards in the performance of M&E components at HiH EA.
- Oversee processes that ensure quality control for data management and ensure accurate reporting of findings.
- Maintain proper storage of data and information and carry out regular back-ups.
- Identify strengths and weakness in existing data collection and management systems and propose solutions to M&E Manager and management.
- Ensure M&E frame and tools capture and document case studies, best practices, experiences, and lessons learned for internal and external sharing.
- Participate in the dissemination of findings; share M&E reports with operations that document findings highlighting areas of successes and proposed reviews, experiences, and learning points.
- Coordinate implementation of adopted best practices processes.
- Perform any other duties as may be assigned by the Supervisor from time to time.

Job Specifications

- Bachelor's degree in any of the following disciplines: Project Management Administration, Information Management, Science (Economics, Mathematics/statistics) and Social Science or any related field.
- Post-graduate or professional qualification in monitoring and evaluation or project planning and management.
- Statistical data analysis skills such as SPSS, Epi Info, STATA etc. will be an added advantage.
- Ability to design M & E tools, surveys, surveillance systems, and evaluations
- Excellent analytical and detail-oriented individual with extensive experience in research, surveys, and data management.
- Strong information technology and demonstrated ability to work with data analysis tools/packages and US Office applications.
- A dynamic, innovative, highly motivated individual with good analytical skills and practical experience in management of structure data.
- Ability to work under pressure and deliver under minimal supervision.
- Good planning, organizational and coordination skills and demonstrated ability to multitask and comply with standards and guidelines.
- Good interpersonal skills, team orientation, public relations skills and ability to network and interact easily with people from diverse backgrounds at the local community level.
- Good communication and presentation skills; good spoken and written English, and Kiswahili and demonstrated ability to write clear and concise reports.

Application process

Qualified and interested candidates should forward a cover letter and CV, citing the **Position** and **Reference Number** to HiHEA (TZ) via selectionstz@handinhandea.org on or before close of business by **22nd January, 2021**.

Only shortlisted candidates will be contacted

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 Hand in Hand Eastern Africa - Tanzania

Giving Hope, Dignity and Choice

Disclaimer:

Hand in Hand Eastern Africa (TZ) is an equal opportunity employer and does not charge or accept any amount or security deposit from job seekers during the selection process or while inviting candidates for an interview.