



JOB ADVERTISEMENT

Position: Part time M&E Officer

Background of the Organization

The "Tanzania Federation of Disabled People's Organizations (SHIVYAWATA)" is a non-governmental federation which was established in 1992 and brings together ten national Disabled People's Organizations (DPOs). The Federation is a mouthpiece for matters pertaining to Persons with Disabilities (PWDs). The essence was to afford a larger, louder and common voice on issues of lobbying and advocacy.

Background of the project

SHIVYAWATA is at the initial stage of implementing a two year project entitled Mali na Daftari in livelihood resilience for PWDs in Tanzania, financially supported by the Embassy of Finland. The project foresees the effective access to and participation of PWDs in income generating activities through utilization of the interest-free loans opportunity provided by the government through the Local Government Authorities (LGAs). The project is intended to ensure PWDs in remote areas of the project are reached, access information related to two percent (2%) loan in friendly formats, are able to prepare loan applications with viable business plans and easily navigate through the loan application process and procedures provided by the LGA and access the loans.

Therefore SHIVYAWATA will implement the project targeting persons with disabilities (women, men, youth both boys and girls) economic groups of PWDs, District Social Welfare and Development Officers and groups in supporting formation of new groups and monitoring the progress of the project implementation.

Position Overview

Reporting to the Project Manager, the M&E Officer will lead the design, implementation, and operation of M&E systems from project initiation to closeout. She/he will oversee the monitoring, evaluation, analytics, and reporting of performance and results, providing regular project reports to SHIVYAWATA. She/he will provide technical leadership and oversee data management on income generating activities sustainability. She/he will conduct regular project data analysis and identify methods to use results for program improvement. S/he will lead activity efforts to strengthen monitoring and evaluation and performance reporting within the geographic area of Activity.

The Monitoring and Evaluation (M&E) Officer's primary responsibilities include:

- Assist the Project Manager with development of the M&E Plan for the project, including indicator selection, target setting, reporting, database management, and developing M&E and/ performance monitoring plans.
- Lead role in overseeing data collection, storage, analysis, and reporting, ensuring that data is of high quality and audit worthy.
- Responsible for supporting the preparation and review of program reports in collaboration with program staff.
- Manage research activities and ensure outcomes and lessons learned are integrated into the project and shared with relevant stakeholders.
- Provide training and mentoring to partners and staff to ensure the implementation of strong M&E systems.
- Design and manage gender-disaggregated beneficiary monitoring and database systems.

Basic Requirements

- Bachelor's or Master's degree in demographics, public policy, international development, economics, or related field. Master's degree or Bachelor's plus an advanced certificate in M&E, statistics, or economics preferred.
- Minimum of two years of professional experience in a senior M&E position responsible for implementing M&E activities on international development projects.
- Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management, and developing M&E and/ performance monitoring plans.
- Knowledge of the major evaluation methodologies (e.g., qualitative, quantitative, mixed method, and impact) and data collection and analysis methodologies.
- Proven success in designing, implementing and operating project M&E systems from project initiation to closeout stages.
- Fluency in English and Kiswahili is required.
- Applicant must be national/local - must devote a minimum of 90 percent of the time to project activities to achieve expected outcomes.

Preferred Experience

- Knowledge and experience of working with the DPOs.
- Demonstrated ability through previous experience with data quality assessments and oversight, developing and refining data collection tools and analyzing data, and managing and providing ongoing training to M&E field officers.
- Experience in planning and managing surveys and gender-related analysis.

Terms

Eighteen months (18) contract renewable based on the availability of funds.

Remuneration

The above positions carry remuneration as per project available resources.

Persons with disabilities are highly encouraged to apply

How to apply

Send your CV, application letter and copies of your relevant certificates to
SHIVYAWATA Secretary General,
P.O. Box 42984,
Dar es Salaam, Tanzania

Send soft copies to info@shivyawata.or.tz

Deadline for receiving applications is 22nd April 2022

Only short listed candidates will be contacted for interviews and the selected applicant will be awarded the post.