

Tanzania Media Women's Association

CHAMA CHA WAANDISHI WA HABARI WANAWAKE TANZANIA (TAMWA – ZANZIBAR)

P. O. Box 741 Ungu Ungu Zanzibar,
info@tamwaznz.or.tz: www.tamwaznz.or.tz



JOB VACANCY

DATE: 17th JULY, 2023

POST: MONITORING AND EVALUATION SPECIALIST

LOCATION: ZANZIBAR

Tanzania Media Women's Association (TAMWA), Zanzibar calls for applications from committed personnel preferably a woman to the position of Monitoring and Evaluation Specialist.

DESCRIPTION:

The Monitoring and Evaluation (M&E) Officer is responsible for the design, coordination and implementation of the monitoring and evaluation, research, and learning framework of the organization. Development of a systematic monitoring framework to improve the qualitative and quantitative evidence gathered by project/program. Also to provide technical assistance to the staff, particularly in relation to monitoring and reporting issues


2. QUALIFICATION:

1. University degree in Monitoring & Evaluation, statistics, public Administration or related field.
2. Minimum of five (5) years of professional experience in M&E position responsible for implementing M&E activities of development projects.
3. Experience in designing, implementing, and operating project M&E systems from project initiation to closeout stages.
4. Experience in designing and managing monitoring and database systems.
5. Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management, and developing M&E and performance monitoring plans.
6. Knowledge of the major evaluation methodologies (e.g. qualitative, quantitative, mixed-method, and impact) and data collection and analysis methodologies.
7. Leadership skills and ability to work independently and in a team.

3. DUTIES AND RESPONSIBILITIES:

- Understand all projects/programs undertaken by TAMWA ZNZ against its Strategic Plan.
- Assist in the revision of the project log frame matrix, particularly in the areas of performance indicators and their measurement;
- Assist in the development and/or finalization of the project Work Plan and keep it updated in accordance with project activities and timeframes as relevant.
- Develop the overall framework, for project M&E, for example mid-term project review, impact assessment, final evaluation, develop project Performance Monitoring Plan with relevant data collection systems.
- Review the quality of existing data in the project subject areas, the methods of collecting it, and the degree to which it will provide good baseline statistics for impact evaluation.
- Develop baseline data for each project component and for all project indicators.
- With collaborating partners, review their existing approaches and management information systems and agree on any required changes, support and resources.
- Collect data on a regular basis to measure achievement against the performance indicators.
- Check data quality to project partners.
- Maintain and administer the M&E database; analyze and aggregate findings.
- Support project progress reporting, project mid-term review and final evaluation.
- Identify lessons learned and develop case studies to capture qualitative outputs of the project. Provide advice to the supervisor on improving project performance using M&E findings.
- Produce reports on M&E findings and prepare presentations based on M&E data as required.
- Initiate all progress reports on timely basis notably project reports, quarterly reports, semi -annual reports and annual reports.
- Perform other duties as may be assigned by Director

The potential applicant must submit application letter, C.V and any other document that she/he thinks will be valuable during the interview. Certificates will only be necessary during the interview for those who will be shortlisted.



Application can be submitted physically at TAMWA, Zanzibar office or through email provided in the address below by **23rd July, 2023**: Applications received after this date will not be considered. Only shortlisted candidates will be contacted.

Director

Tanzania Media Women's Association – TAMWA, Zanzibar

P.O. Box 741,

Tunguu - Zanzibar

Email: info@tamwaznz.or.tz Copied to: mzuri@tamwaznz.or.tz or tatu@tamwaznz.or.tz