

JOB VACANCY

WAJIBU – Institute of Public Accountability is a local based think- tank institution which was founded with the purpose of supporting and promoting public accountability in Tanzania. WAJIBU aims to empower citizens, firstly to understand and appreciate the concept of transparency, accountability and good governance and secondly, to demand for their rights and entitlements from duty bearers especially better use of public financial resources. WAJIBU is now inviting Tanzanian citizens to apply for the position of **Monitoring, Evaluation and Learning Officer (MEL)**:

Job Title : Monitoring, Evaluation and Learning Officer (MEL)
Report to : Research, Development and Programme Manager
Terms : Contract
Duty station : Dar es Salaam

Main Responsibilities

WAJIBU is looking for a MEL officer who will lead the organisation monitoring, evaluation and learning portfolio in order to capture, validate, analyse, document and report results of WAJIBU's programme activities.

Specific Responsibilities

The Officer will liaise with partners to review current programme indicators in existing monitoring systems and collaborate with them in identifying MEL related needs, aligned with the respective National Strategic Plans and policies. Among other duties, the Officer will;

- Develop and use Results Framework including methodology, tools, and systems for program performance, data collection, consolidation, analysis, and reporting.
- Contribute to programme design and ensure existence of rigorous logic between activities, outputs, outcomes and indicators.
- Support the development of performance indicators, MEL plans, and detailed implementation plans for programs.
- Organize and facilitate collection of performance indicators and use of monitoring data.
- Ensure that monitoring visits are conducted with appropriate tools, data is of high quality and that captured data, is fed into data base system to guide management decisions.
- Establish an effective and fluent learning environment by documenting and sharing lessons learned and MEL findings among partners.
- Contribute to the preparation of periodic progress reports, donor progress reports, peer-reviewed publications, consultancy report reviews, annual reports and other materials that may be required.
- Ensure quality controls are in place for MEL performance
- Participate in the operationalization of WAJIBU's work plan and MEL plan.
- Facilitate training to develop action plan and after each training monitor changes/document results
- Provide technical assistance to staff in the design and review of MEL framework and implementation of MEL activities

- Prepare and translate questionnaires and pre-test the same before they are used to collect information from respondents.
- Performing regular data analysis and provide feedback.
- Support the development of policies, guidelines and training tools as well as MEL tools and facilitate training and orientation for improving skills of participants.
- Prepare monthly, quarterly, semi-annual and annual MEL progress reports
- Prepare and facilitate use of Outcome Mapping and Harvesting Tools
- Perform any other duties as shall be assigned

Additional Tasks

The Officer will perform the following additional duties:-

- Participate in the fund raising activities as assigned by the supervisor
- Participate in the annual planning and budgeting work sessions
- Participate in the weekly management meetings

Qualifications

The interested applicant should possess the following qualifications:

- A graduate degree in the fields of development studies, business studies, research, statistics, economics, or related field.
- At least 4 years working experience in similar position in a highly reputable organization, preferable from the Civil Society Sector.
- Ability to demonstrate reasonable understanding of the country's oversight structures and government financial administrative systems.

Note

Women are highly encouraged.

Closing Date

Applications should reach the undersigned not later than 05:00p.m on Friday, the 8th March, 2019.

How to Apply

Interested applicants should submit their application letter attached with their curriculum vitae and relevant academic qualification through the postal address or emails provided below:

Executive Director,
 WAJIBU - Institute of Public Accountability,
 P.O Box 13486,
 Kumbukumbu Street, Ruhinde Road,
 Block 41 – Kinondoni, Dar es Salaam.
 Email: wajibu.institute@gmail.com / admin@wajibu.or.tz.

For further information, visit www.wajibu.or.tz

NOTE: Only successful shortlisted candidates will be invited for the interview.