

## Internal & External Vacancy Advertisement

**ActionAid Tanzania is an anti-poverty agency working to end poverty and injustice.**

*“Qualified women are highly encouraged to apply for this position”*

*“ActionAid is an equal opportunity Employer”*

ActionAid Tanzania (AATZ) is an affiliate member of the ActionAid International Federation, a global force working with women, men, and children living in poverty and exclusion to find solutions to alleviate poverty and injustice. AATZ has been operating in Tanzania since 1998 as a cross-border initiative by ActionAid Kenya and later transformed into a full-fledged Country Program in 2000. Since then, AATZ has rolled out five Country Strategy Papers that have contributed to the overall development of the country. AATZ is registered in the Tanzania Mainland and complied with the Zanzibar Society Act no 6 of 1995 and is represented at the ActionAid International Assembly.

Currently, the organization is looking for a qualified, experienced, and self-motivated young person to fill in the following vacant position:

**Job Title:** Project Coordinator Monitoring, Evaluation, Learning & Accountability Coordinator

**Workstation:** Dar es Salaam

**Reports to:** Program and Partnership Manager.

**Duration of placement:** 24 Months

### **Job Role:**

Setting monitoring and evaluation standards, guidelines and tools to Country Strategy Paper, annual plans, projects, develop staff capacity on M&E, impact assessment, documentation and sharing, advice the Program and Partnership Manager and the management on M&E matters, undertake monitoring and evaluation and document outcomes, share learnings, achievements and challenges for informed management decisions making. **Key Responsibilities**

The MEL Coordinator shall have the following responsibilities:

- Facilitate evaluation processes undertaken by external consultants and peers
- Undertake monitoring and evaluation to LRPs, partners and projects periodically and share the outcome to management for informed decision making
- Support departments, LRPs and partners in preparation of quarterly and annual reports to inform management decision making
- Take active part in organizing and documenting the Participatory Review and Reflection (PRRP) sessions at LRPs and national level
- Facilitate documentation and sharing of case stories and learnings
- Facilitate establishment of baseline data for a country program and projects and conducting, midline and end line evaluation processes
- Work with IT and Communications Coordinator to document evidence of change from the project using online tools
- Develop and share documentation and case story guidelines

- Develop staff capacity on documentation of impact/success stories for sharing, learning and replication of best practices.
- Assist department heads in general and the HR and Administration in particular assessing staff training needs related to M&E, impact assessment, documentation and shared learning and other areas.
- Take active part in organizing and documenting the Participatory Review and Reflection (PRRP) sessions at LRPs and national level
- Represent the organization in M&E forums and share back the learnings
- Initiate/develop and update Monitoring and Evaluation Framework for CSP that outlines objectives, indicators, outputs, and outcomes/impacts under each priority program area
- Support departments, LRPs and partners to set up M&E framework during planning
- Support international M&E engagements aligned to national and local level programming.
- Develop guidelines and tools for monitoring purposes that are applicable at various levels (programs, projects) and at national, LRP and partner levels
- Facilitate staff on adaptation of the M&E Framework, tools, ALPS and other empowering tools helpful for M&E and impact assessment
- Develop staff capacity on M&E, impact assessment, documentation and sharing through formal and informal training, orientation, on the job coaching and mentoring
- Support and guide staff in the process of collecting stories of change
- Take active part in initiating ideas for fundraising, concept note and proposal development at all levels (country program, multi-country programs, LRPs and partners) so that proposals have clear M&E framework
- Take an active part in the Global Secretariat M&E processes and engage with peer country M&E teams for cross learning and sharing
- Perform other tasks as may be assigned/mandated by the line manager.

#### **Essential Experience and Skills:**

- Substantial experience in designing monitoring, evaluation and learning systems, tools, and processes in an international development context. Knowledge of media monitoring and advocacy is an advantage.
- Experience with M&E and integrating MEL in the project cycle within a regional or international agency.
- Knowledge of the project cycle including problem analysis, project design, financial planning, and management, and monitoring and evaluation
- Log frame development.
- Outcome mapping
- At least 5 years of relevant experience from a reputable organization, especially in Monitoring and Evaluation fields.
- Experience from NGOs is an added value.
- Training in the following.
- Monitoring and evaluation
- Human Rights Based Approach
- Project management
- Participatory methodologies

**Education Requirements:**

- Bachelor's degree in Statistics, Development Studies, Public Policy, and any other related Social Sciences studies.
- Any certificate in Monitoring, Evaluation, Accountability and Learning is an added advantage. A master's degree in any Social Science will be an added advantage.
- Masters in any social sciences as an added advantage

*ActionAid Tanzania is an equal opportunity employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. Women are highly encouraged to apply.*

Interested candidates may send their application letter, CV's and academic certificates through [jobs.tanzania@actionaid.org](mailto:jobs.tanzania@actionaid.org) and CC [agness.gondwe@actionaid.org](mailto:agness.gondwe@actionaid.org) Deadline for submission should be **20th April 2025** by 17.00 hours.

# Opportunity