



## **CHRISTIAN COUNCIL OF TANZANIA**

### **USAID Tuwajibike Project**

#### **Job Advertisement**

#### **Position: Monitoring and Evaluation Officer**

**Location:** CCT Dodoma

**Reports to:** Monitoring and Evaluation (MEL) Specialist

**Position Type:** Full-time

**Employment Type:** Contract for One-year, renewable based on performance

#### **Job Overview**

The Christian Council of Tanzania, with support from USAID, is implementing a three-year project titled USAID Tuwajibike, running from 2024 to 2027. The overall goal is to envision improved public service delivery through increased citizen and civil society agency, demanding government transparency and accountability. The Monitoring and Evaluation, Officer (MEO) will be responsible for designing, implementing, and managing the MEL framework for the USAID Tuwajibike project at CCT level. This role involves ensuring that the project achieves its goals and objectives through effective monitoring, evaluation, and learning practices. The MEO will collect and analyze data, generate insights, and support evidence-based decision-making to enhance project performance and impact.

#### **Key Role and Responsibilities:**

i. MEL Framework:

Design and implement a comprehensive MEL framework with its tools for CCT -USAID Tuwajibike Project.

ii. Data Collection and Analysis:

Within CCT, design and oversee the collection, management, and analysis of quantitative and qualitative data through ensuring data quality and integrity through regular reviews and validation processes.

iii. Reporting and Documentation:

- a. Work closely with the MEL Specialist to prepare and submit timely and accurate Technical and MEL reports to project management, donors, and other stakeholders.
- b. Document lessons learned, best practices, and success stories.

- iv. Learning and Knowledge Management:
  - a. Promote a culture of continuous learning and improvement within the project team.
  - b. Facilitate effective use of data and information through learning sessions, workshops, and trainings to share MEL findings and insights.
- v. Monitoring and Evaluation:
  - a. At CCT, coordinate regular project supportive supervision, monitoring activities as well as mid-term and end-term evaluations.
  - b. At CCT, Conduct the monitoring and evaluation activities of the project, including designing and implementing tools for monitoring and evaluation of specific project components.
  - c. Where need arise at CCT, Design and manage external evaluations and impact assessments as needed.
  - d. Ensure evaluation findings are used to inform project planning and implementation.
- vi. Capacity Building:
  - a. Provide training and support to project staff at CCT on MEL practices and methodologies.
  - b. Enhance the capacity of the project team to effectively use MEL tools and processes.
- vii. Stakeholder Engagement:
  - a. Engage with project stakeholders, including beneficiaries, partners, and donors, to ensure their input is considered in MEL activities.
  - b. Share MEL findings and insights with stakeholders to foster transparency and accountability.
- viii. Compliance and Quality Assurance:
  - a. Ensure all MEL activities comply with USAID Tuwajibike project and CCT policies and standards.
  - b. Implement quality assurance processes to maintain high standards in MEL practices.
  - c. Participate in the development and implementation of the Quality Improvement work plan and monitor the activities under this work plan to ensure they are executed as planned.
  - d. Identify areas for improvement in the implementation process, and work collaboratively with the MEL Specialist and the team to ensure adaptation measurements and course correction are put into place.
- ix. Work closely with MEL Specialist in ensuring compliances of MEL requirement within USAID Tuwajibike Project.
- x. Any other duty as will be assigned by supervisors

## Minimum required Qualifications, Experience and Skills

### A. Education:

- Bachelor's degree in Monitoring and Evaluation, Statistics, Economics or other related social science from institutions registered or recognized by the Government of Tanzania. A Master's degree in Monitoring and Evaluation, Project Management and other related social science will be an added advantage

### B. Experience:

- Minimum of 2 - 3 years of experience in Monitoring and Evaluation, preferably within the non-profit or development sector.
- Previously worked on USAID projects is an added advantage.

### C. Skills:

- Strong knowledge of MEL methodologies, tools, and best practices.
- Proficiency in data analysis software and MS Office, particularly Excel.
- Excellent analytical and problem-solving skills.
- Effective communication and interpersonal skills.
- Strong attention to detail and organizational skills.
- Ability to work independently and as part of a team.
- Commitment to the goals and values of the project and the organization.
- Fluency in English and Swahili is required.

## Working Conditions

- Flexibility in working hours may be required to meet project deadlines.
- This position may require frequent travel to project sites.

## Mode of Application:

- i. Applications must be addressed to *The General Secretary, Christian Council of Tanzania, P.O BOX 1454 Dodoma* and must be submitted by **e-mail only** to: [ahr@cct.or.tz](mailto:ahr@cct.or.tz)
- ii. **What to be attached? Application letter, comprehensive Curriculum Vitae and Academic certificates.**

- iii. **The closing date for applications is 22<sup>nd</sup> January, 2025.before COB (1600hrs)**
- iv. **Hard copy applications sent by post or by hand will not be considered.**
- v. **Only short- listed candidates will be contacted.**