

### Organization Background

Timiza action Foundation (TA Foundation) is a locally registered non-profit and a Non-Governmental Organisation (NGO) with the registration number oongo0008944. The administrative centre of the organization is a small township of Tukuyu, which is also a Government headquarters for Rungwe District of Mbeya region.

The main organisation thematic areas of operations include resources mobilization skills; job creation to women and youth through the utilization of local available resources; education support to MVC/OVC, Improve the quality of life of people infected and affected by HIV/AIDS; environmental and ecological conservation and management; promote sustainable agriculture and livestock development as well as Implement operational research in addressing community issues.

### JOB DESCRIPTION

**Position Title:** M&E (Monitoring and Evaluation) Officer

**Reports to:** Executive Director, as part of the Program & Organizational Development (POD) department

**Line Management:** N/A

**Location of position:** Rungwe District, Tukuyu Township

**Note:** Only candidates fully bilingual in Swahili and English (oral and written) will be considered.

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## Purpose of the Position

The M&E Officer will support Executive Director as well as the Senior Head of Departments in all data collection, analysis, and learning activities to help ensure accountability and efficiency from start to finish for all programs and projects. S/he will provide technical field support to the Departments unit, within the POD department. The M&E Officer will work closely with Program teams to assess field conditions, support capacity building initiatives, and facilitate the collection of quality data under the supervision of the Executive Director. S/he may be assigned to focus on supporting one or more specific grants or projects within a program as assigned by the Executive Director.

S/he will collaborate with the Program Development unit of POD as assigned by the Executive Director and/or the POD Manager in reviewing and preparing monthly, quarterly and final narrative and financial donors' reports.

Additionally, s/he will replace or work with other members of the team, as need be, on grants writing and set up, follow up of program expenses and indicators, implementation of processes, standard operating procedures and any other tasks given to her/him by the Executive Director or the Program & Organizational development Manager (POD).

## Primary Responsibilities:

### 1. Grant and/or Program Management Support

- Support all M&E initiatives for assigned grant(s)/project(s) including monitoring data quality, tracking the progress of activities, and contributing to staff capacity building initiatives as necessary.

### 2. System Development

- Support Head of Departments, Management Team and Executive Director in creating a framework and procedures for the monitoring and evaluation of project activities.
- Support Executive Director in defining and implementing the key project performance indicators (KPI) as well as monitoring them throughout the duration of the projects.
- Assist the Head of Departments in proposing strategies to increase data use and demand amongst Program staff.
- Assist Program staff and the Management team in clarifying project information needs.
- Support project/program staff on ways to properly document, organize and capture program progress.
- Draft tools and their revisions as well as data collection procedures under the supervision of the Executive Director (eg. logical framework, project performance tracking, indicators, data flow chart, M&E manuals)
- Support Executive Director in reviewing the performance of existing management information systems to help identify potential modifications or resources.

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### 3. Data Management and Analysis

- Keep abreast of developments in grant/program changes and progress in order to advise and recommend tools and strategies to increase program performances and results.
- Suggest ways to facilitate data collection and the flow of data within Program field teams.
- Identify strengths and weaknesses in existing data collection and management systems and propose solutions along with the Executive Director.
- Perform regular field visits to ensure the quality of data collected by Programs and to verify the accuracy of reported data.
- Analyze changes and patterns in KPI indicator data and performance reports in order to support Program staff and/or Executive Director
- Support Executive Director to ensure that donor, partner, and Senior Management data queries are addressed in an accurate and timely manner.
- Support and participate in program and project evaluations

### 4. Communication and Reporting

- Support Executive Director in reviewing donor reports to ensure high quality reports are submitted on time for this grant/program.
- Assist Program Development/ Management Team in establishing log frames, M&E work plans, and targets during the drafting donor project proposals as well as throughout project implementation
- Review and analyze weekly reports with the M&E Manager to identify the causes of potential bottlenecks in project implementation and to enhance quality of reporting.

### Qualifications and Experience\*

- Bachelor's Degree in Administration, Information Management, Project Management, community Development, sociology, Rural Development or other relevant academic background (essential), Master's Degree (desirable)
- 1 to 3 years of Monitoring and Evaluation experience (essential)
- Capacity to produce high-quality briefs and reports in both Swahili and English.
- The age of the Applicant should not exceed 45 years

### Skills

- Good level of proficiency in Windows Excel and quantitative analysis
- Ability to design M&E tools, surveys, surveillance systems, and evaluations
- Demonstrated ability to train and build capacity of others
- Strong interpersonal skills
- Bilingual in English and Swahili
- Experience in a Regional and International Non-Governmental Organizations

If you think you have meet the above mentioned requirement and qualifications, Please send your application letter and upadated Curiculam Vitae to Executive Director,TA Foundation, P.O. Box 163,Tukuyu.or through [info@tafoundationtz.org](mailto:info@tafoundationtz.org) or [recruitment@tafoundationtz.org](mailto:recruitment@tafoundationtz.org) NOT LATER THAN 15<sup>th</sup> December 2018 at 18:00 PM.

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