



Job Description

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Job Title

Monitoring, Evaluation and Learning (MEL) Specialist

Job Location

Dar es Salaam

Category

-

Job Type

Full Time

Job level

Intermediate

Industry

Research, Non-profits (NGO)

Open to Expatriates

Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget

-

Max Budget

-

Primary Industry

Research: 5 Years

Secondary Industry

Non-profits (NGO): 4 Years

Primary Category

-

Secondary Category

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Certificate

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Qualification

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Summary

One of Africa's pre-eminent health research organizations is looking for a Monitoring, Evaluation and Learning (MEL) Specialist. The MEL plays a crucial role in designing, reviewing, maintaining, and implementing the performance monitoring strategy and plan across diverse functions. This position ensures the continual relevance of monitoring frameworks within an evolving context and ensures alignment and consistency of key performance indicators (KPIs) across planning and program documentation. The specialist supports projects and the institution in meeting strategic objectives and targets by establishing robust metrics, defining indicators, collecting, and reviewing monitoring data, conducting analysis, and offering actionable insights to drive overall performance improvement. In ensuring that the project's performance are on track, the specialist will closely work with responsible staff in projects and departments to define, track, and report key performance indicators on a regular basis.

Responsibilities

- Develop and implement a comprehensive performance monitoring framework that aligns with the institution's strategic goals and objectives.
- Ensure consistency and alignment of key performance indicators (KPIs) across all planning and program documents, including the organization's strategic plan and donor proposals.
- Identify measurable, achievable, and organizationally aligned KPIs tailored to different departments and functions.
- Support projects and/or departments to develop responsive performance monitoring frameworks (Monitoring, Evaluation and Learning plans) that align to and inform the comprehensive institutional framework.
- Coordinate data collection, aggregation, and analysis of performance data from various sources, utilizing analytical tools and methodologies to extract meaningful insights.
- Maintain established reporting systems and databases for various funding partners and stakeholders Assist in generating periodic performance reports (such as situation reports, quarterly and annual reports) and dashboards for management and/or donors. These reports will highlight trends, areas needing improvement, and recommendations for corrective actions.
- Coordinate with Project leads and/or dedicated M&E staff to ensure timely development and submission and/or upload of regular donor performance reports.
- Conduct continuous monitoring, evaluations, post-project evaluations for sampled activities to identify best practices and areas of improvement.
- Coordinate bi-annual performance review sessions across projects and departments involving key staff. Performance of agreed-upon key indicators will be presented and discussed at such sessions.
- Collaborate with department heads, Project Managers, and stakeholders to identify opportunities for performance

enhancement using performance metrics and analysis.

- Foster a performance-driven culture by collaborating with different departments to integrate performance management into daily operations.
- Work closely with the Communications and Knowledge Management Specialist to synthesize performance information for dissemination.
- Ensure data quality through routine data quality assessments and other validation processes.
- Conduct monitoring training sessions and relevant capacity-building activities for both Company's MEL staff and implementing partners.

Education & Qualifications

- A university degree in Information Technology, Statistics, or another relevant technical field.
- A Master's degree in Statistics, Public Health Economics, or related disciplines is preferred.
- Minimum of five years of hands-on experience in data analysis, research, field monitoring and evaluation, statistics, or related fields.
- Prior experience supporting donor-funded projects in a similar capacity

Characteristics

- Strong writing and analytical skills, adept at interpreting and effectively communicating data insights.
- Proficiency in digital data management tools and a solid understanding of statistical and analytical methodologies.
- Familiarity with routine data systems
- Excellent computer skills specifically with MS Excel, MS Access, PowerPoint presentations, and Statistical Software (SPSS, STATA, SAS, R, or Python).
- Desirable experience in data visualization and/or Geographic Information System (GIS) tools.
- Demonstrated skills in quantitative and qualitative data analysis, data management, and report writing.
- Proven track record in designing and managing indicators, Monitoring and Evaluation (M&E) plans, setting performance targets, conducting data quality assessments, and performing data collection and analysis.
- Experience utilizing performance monitoring data to enhance ongoing project/activity management.
- Leading or participating in qualitative and/or performance monitoring evaluations.
- Ability to conceptualize and structure monitoring activities and produce clear, concise reports.
- Fluency in both written and spoken English and Kiswahili languages.
- Excellent organizational skills, capable of managing multiple tasks efficiently and meeting deadlines.

Reporting To

Director of Strategic Information, Systems and Evaluation

Driving Licence

Not Required

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