

## VACANCY ANNOUNCEMENT

### Job Summary

**Position:** Monitoring Evaluation and Learning Officer (1 Post)  
**Reports To:** Senior Program Coordinator  
**Work Station:** Dar es salaam  
**Apply By:** 24<sup>th</sup> June 2024

### Institute Overview

**Ifakara Health Institute (IHI)** is a leading research organization in Africa with a strong track record in developing, testing and validating innovations for health. Driven by a core strategic mandate for research, training and services, the Institute's work now spans a wide spectrum, covering biomedical and ecological sciences, intervention studies, health-systems research and policy translation.

### Position Summary

The **Ifakara Health Institute** is looking for a qualified **Monitoring Evaluation and Learning Officer** to join the NEST360 Project. The Officer will be responsible for the monitoring and evaluating the monitoring evaluation and learning Plan. He/she will work within the program team to support monitoring, evaluation, and research across interventions. He/she will be responsible for designing and implementing the MEL activities of the program, assisting in preparing reports on program progress, generating data and use of data to improve programme delivery and monitoring the program activities regularly. He/she will support addressing the program's needs, including knowledge management, dissemination, and promotion of program activities.

### Duties and Responsibilities

- Developing and implementing MEL frameworks and monitoring and reporting on the MEL plan.
- Track key NEST360 indicators and support the team at all levels to identify where there is progress, status or downward trends and areas where additional support is needed.
- Regularly visit program sites to provide hands-on support for implementing M&E initiatives and identify potential areas where adjustments might be necessary to enhance effectiveness.
- Prepare and attend weekly data for action review meetings with country teams as needed.
- Identify and respond to the team's needs for data understanding, analysis, quality, and use and any data-related issues.
- Check the program dashboard of NEST-IT daily and give feedback to data persons/ hospitals in case of any data challenge or discrepancy.
- Generate weekly, monthly, and quarterly reports to share with supervisors, offering insights into ongoing activities and progress.
- Participate in data review meetings (clinical interventions & MPDSR) facility, Regional and MoH HMIS focal people.
- Assist in training/mentorship of HMIS focal persons in NEST360 implementing facilities.
- Support QI leads and co-lead IQ meetings at programmatic and facility levels.
- Participate in forums or platforms to share best practices and lessons learned between NEST360 implementing countries to foster cross-country learning and collaboration.
- Develop an internal learning report on progress made in the process and implementation.
- Develop case studies and stories for the program newsletter.

#### Ifakara Branch

Off Mlabani Passage  
P.o. Box 53 Ifakara  
Phone: +255232931572

#### Dar es Salaam Office

#5 Ifakara Street Plot 463 Mikocheni  
P.o. Box 78,373 Dar es Salaam  
Phone: +255222774756

#### Bagamoyo Branch

Off Chuguni Road  
P.o. Box 74 Bagamoyo  
Phone: +255232440065

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- Establish feedback loops with healthcare providers and program beneficiaries to continuously refine and improve MEL activities based on ground-level input.

### Qualification and Experience

- Degree in Informatics, Statistics, or a related field; a Master's degree will be an added advantage.
- At least 3 years of applied skills in designing and implementing M&E activities and special studies for integrated public health programs that include maternal, neonatal and child health or related Programs.
- Proven expertise in quantitative and qualitative methodologies, operations research, health management, information systems, reporting, data quality assessments, data analysis and Presentation.
- Strong technical skills, including the ability to process and analyze data using one or more statistical software packages, including at least one of the following; Stata, R, the health management information system (HMIS-DHIS2), and community information system (SIS-com).
- Demonstrated understanding of health facilities and Tanzania Health System, community-based family health services, and M&E practices in Tanzania.
- Experience in Programming language (Java, python) will be an added advantage.

### Skills and Competencies

- Experience with providing HMIS support in a Health Systems Strengthening approach, especially in newborn and child health.
- Demonstrates professional competence and mastery of subject matter.
- Conscientious and efficient in meeting commitments, observing deadlines and achieving results.
- Respect for Diversity, Integrity, Professionalism and Accountability.
- Works collaboratively with colleagues to achieve program goals. Experience in working on a team with a multi-cultural staff and multi-tasking.

### Remuneration

An attractive and competitive remuneration package will be offered to successful candidates as per IHI salary scales.

### Equal Opportunity

IHI is an equal opportunity employer. We prohibit intentional biases or discrimination and harassment of any kind at the work place and during recruitment. All employment decisions are based solely on job requirements and individual qualifications, and our recruitment process is governed by the labour laws of Tanzania.

### Mode of Application

All candidates who meet the above job requirements should send their application letters together with their detailed curriculum vitae (CVs) showing contact addresses including email, telephone/cell phone numbers and copies of academic and professional certificates to the email address below.

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The **deadline** for this application is **17:00 hrs on Monday, June 24<sup>th</sup> 2024**. All e-mail application subject lines should include: **Monitoring Evaluation and Learning Officer – NEST360. Only shortlisted applicants will be contacted for an interview.**

Human Resources Manager  
IFAKARA HEALTH INSTITUTE  
#5 Ifakara Street Plot 463 Mikocheni  
P.O. Box 78,373  
Dar es Salaam, Tanzania  
Email: [recruitment@ihi.or.tz](mailto:recruitment@ihi.or.tz)

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