



## WATER INFRASTRUCTURE AND SUSTAINABLE ENERGY FUTURES



### EMPLOYMENT OPPORTUNITY

Nelson Mandela African Institution of Science and Technology (NM-AIST) invites applications from suitably skilled, competent, and experienced Tanzanians for the post of the Monitoring & Evaluation officer at its Centre of excellence **Water Infrastructure and Sustainable Energy – Futures (WISE-Futures)**. The Centre is funded by the World Bank under its eastern and southern Africa Centre of excellence (ACE) Project.

**Vacancy:** Monitoring & Evaluation officer

#### 1. Qualifications, Knowledge and Essential Attributes:

Holder of Bachelor's degree in Economics or Statistics or Project Planning from recognized institution.

Knowledge on computer science, project management, monitoring & evaluation, data collection, analysis, and processing is an added advantage.

Minimum of two (2) years of professional experience

Should have good command of written and spoken English and Swahili language.

#### 2. Main duties and responsibilities:

The Monitoring and Evaluation (M&E) Officer will be responsible for the design, coordination and implementation of the monitoring and evaluation, research, and learning framework of the Centre. He/she will develop a systematic monitoring framework to improve the qualitative and quantitative evidence gathered by the Project.

*Specific duties:*

Setting up the system:

Assist in the revision of the project log frame matrix, particularly in the areas of performance indicators and their measurement.

Assist in the development and/or finalization of the centre Work Plan and keep it updated in accordance with project activities and timeframes as relevant.

Develop the overall framework for project like impact assessment, final evaluation, develop project Performance Monitoring Plan with relevant data collection systems.

With collaborating partners, review their existing approaches and management information systems and agree on any required changes, support, and resources.



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Develop a plan for project-related capacity-building on M&E and for any computer-based support that may be required.

Organize and undertake training with collaborating partners on M&E as required.

### Implementation of M&E and coordination:

Collect data on a regular basis to measure achievement against the performance indicators.

Check data quality with partners.

Maintain and administer the M&E database; analyse and aggregate findings.

Support project progress reporting, project mid-term review and final evaluation.

Identify areas where technical support to project partners is required. Organize refresher training on M&E for partners as required.

Identify lessons learned and develop case studies to capture qualitative outputs of the project. Provide advice to the supervisor on improving project performance using M&E findings.

### Communication:

Provide the Centre Management with management information that may be required from time to time.

Produce M&E reports and prepare presentations based on M&E data as required.

Check that monitoring data are discussed in appropriate forum and in a timely fashion in terms of implications for future action.

Perform other duties as may be assigned

### **3. Experience:**

Experience in M&E position of international development projects is an added advantage.

Experience in designing, implementing, and operating project M&E systems is an added advantage.

Experience in designing and managing beneficiary monitoring and database systems is an added advantage.



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Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management, and developing M&E and performance monitoring plans.

Knowledge of the major evaluation methodologies (e.g. qualitative, quantitative, mixed-method, and impact) and data collection and analysis methodologies.

Experience in planning and managing surveys.

Experience in developing and refining data collection tools.

Experience with data quality assessments and oversight.

Experience in managing and providing training to partners and target beneficiaries.

Ability to facilitate and serve as project liaison for externally managed evaluations.

### Competencies:

Good knowledge of Programme implementation, monitoring and evaluation techniques and practices.

Familiarity with impact assessment an advantage

Familiarity with some of the substantive issues handled by the project such as labour inspection, labour law enforcement, social dialogue.

Good moderation, facilitation, and training skills.

Demonstrated ability to liaise and negotiate with government and social partners.

Ability to perform a variety of conceptual analyses required for the formulation, administration, and evaluation of projects.

Excellent analytical skills.

Ability to work in a team and good interpersonal skills.

Good computer applications skills.

Good organizational skills.

Ability to work independently with a minimum of supervision.

Ability to work under time pressure and meet deadlines.

Ability to work in diversified environments.



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### 4. Duration of the position:

Two years contract, with a probation period of six (6) months. The position is renewable but subject to satisfactory performance. Maximum duration is five (5) years but this may be extended, subject to availability of funding.

**5. Salary:** Gross Monthly Salary \$1,362.

**6. Duty Station:** Nelson Mandela African Institution of Science and Technology [NM-AIST], Arusha, Tanzania.

**7. Reporting to:** Centre Leader/ Deputy Centre Leader via Centre Manager

**8. Mode of Application:** Eligible candidates possessing the above qualifications and attributes must submit one single Pdf file containing the followings.

A cover letter in which you describe your abilities and motivation,

Most recent Curriculum Vitae

Relevant certificates and academic transcripts

Contact details: active telephone number and E-mail address

Individuals currently employed in the Public Service should GET the support letter from the current employer

**Please note that only one single pdf file is accepted containing above information**

### 9. Deadline for application:

Deadline for application is **10<sup>th</sup> September, 2020**. Recruitment will be as soon as possible.

Applications should be sent by e-mail to **dvc-admin@nm-aist.ac.tz**

Please mention the vacancy position in the e-mail header

Note: Any other correspondence in response to this advertisement will not be dealt with.

Only shortlisted candidates will be contacted through their addresses/e-mails/phones.