



UNITED REPUBLIC OF TANZANIA

MINISTRY OF EDUCATION, SCIENCE AND
TECHNOLOGY



UNIVERSITY OF DAR ES SALAAM
INSTITUTE OF RESOURCE ASSESSMENT



JOB VACANCY

PROGRAM BACKGROUND

The Partnerships for Sustainable Community Development-Tanzania Partnership Program (PSCD-TPP) at Michigan State University is a collaborative alliance of local and international organizations working together to make communities more sustainable in their economic, health, education, and overall well-being. PSCD-TPP establishes long-term collaborations among scholars, development professionals, government and non-governmental organizations, and local people to improve local livelihoods and to strengthen local capacity. PSCD-TPP initial international partners are the Institute of Resource Assessment (IRA) at the University of Dar es Salaam (UDSM), the Dar es Salaam University College of Education (DUCE), and Sokoine University of Agriculture (SUA). TPP operates through community-based pilot sites, institutional collaboration, research-practice integration, and capacity strengthening at local and national levels.

1. JOB TITLE: TPP PROGRAM OFFICER – 1 POST

A. POSITION SUMMARY

The TPP Program Officer provides technical, operational, and administrative support to the In-Country Program Coordinator in the planning, implementation, coordination, and monitoring of TPP activities in Tanzania. The role ensures effective day-to-day program delivery, supports partnerships and field coordination, and strengthens accountability, documentation, and communication between TPP sites, partners, and Michigan State University.

B. KEY ROLES AND RESPONSIBILITIES

1. Program Planning and Implementation

- Support preparation of annual and quarterly work plans aligned with TPP strategic objectives

- Assist in translating program strategies into site-level implementation plans
- Coordinate activity implementation timelines across pilot villages and partner institutions
- Ensure activities are delivered according to approved plans and budgets

2. Field Coordination and Supervision

- Support coordination of TPP interventions in pilot communities
- Supervise and support Village-Based Consultants (VBCs) in executing field activities
- Review VBC weekly timesheets, activity reports, and field documentation
- Conduct periodic field monitoring visits to ensure quality implementation

4. Reporting and Documentation

- Prepare monthly, quarterly, and annual narrative reports for submission to the Coordinator
- Compile and summarize reports from VBCs and thematic leads
- Maintain organized program documentation of lessons learned, including consolidation from field records, training reports, and meeting minutes
- Support preparation of materials for donor reports, presentations, and review meetings
- Support the Monitoring and Evaluation Officer in development and tracking of program indicators and targets
- Contribute to outcome tracking, documentation, and best practices
- Support preparation of donor and institutional performance reports

5. Partnership Coordination

- Support the Coordinator in maintaining strong working relationships with:
 - Local government authorities
 - Community leaders and village councils
 - Tanzanian partner institutions
 - NGOs and civil society partners
- Assist in organizing partner meetings, stakeholder consultations, and joint planning sessions
- Support identification and development of new partnerships aligned with TPP goals

6. Financial and Administrative Support

- Support financial tracking of field activities in coordination with the Finance Officer
- Ensure proper documentation of field expenditures and timely submission of receipts
- Assist with budget development and monitoring and variance tracking for program activities
- Support compliance with financial and administrative procedures

- Adhere to TPP financial procedures, including imprest handling, documentation requirements, and non-delegation of funds.

7. Logistics and Operations

- Coordinate travel and logistics for TPP staff, partners, and visiting collaborators
- Support planning of workshops, trainings, and community events
- Assist with procurement follow-up for program activities when required

8. Communication and Representation

- Represent TPP in meetings, workshops, and events as delegated by the Program Coordinator
- Support preparation of communication materials, success stories, and program updates
- Facilitate communication flow between field sites, IRA, and Michigan State University

9. Safeguarding, Ethics, and Compliance

- Promote ethical, inclusive, and participatory approaches in all program activities
- Ensure safeguarding principles are respected in community engagement
- Support adherence to institutional, donor, and legal compliance requirements

10. Other Duties

- Perform additional programmatic or administrative tasks assigned by the program Coordinator in support of TPP objectives

C. POSITION LOGISTICS

The Program Officer will:

- Be based in Dar es Salaam at IRA
- Travel regularly to TPP pilot sites
- Be available for meetings with TPP partners and, when required, meetings at Michigan State University
- Work full-time with occasional extended hours during peak program periods

D. REQUIRED QUALIFICATIONS

1. Education

- Master's degree in Community and Rural Development, Public Health, Sociology, Social Work, Education, Development Studies, or a related field.

2. Experience

- Minimum 5 years of professional experience in development programs in Tanzania
- Experience working with local governments, NGOs, and international institutions

- Experience supporting field-based community programs
- Experience in reporting, coordination, and program documentation

3. Technical Skills

- Strong report writing and documentation skills
- Familiarity with monitoring and evaluation processes
- Basic understanding of financial documentation and accountability procedures
- Proficiency in MS Office (Word, Excel, PowerPoint)

4. Language

- Fluency in English and Swahili (spoken and written)

5. Core Competencies

- Strong organizational and coordination skills
- Ability to manage multiple tasks and meet deadlines
- High attention to detail and accountability
- Strong interpersonal and cross-cultural communication skills
- Ability to work independently and as part of a multidisciplinary team
- Problem-solving ability and adaptability in dynamic field settings

6. Personal Attributes

- Commitment to participatory and community-centered development
- Respect for local cultures and inclusive engagement
- Willingness to travel frequently to rural field locations
- Openness to learning and continuous professional development

E. DURATION AND PERFORMANCE REVIEW

This is a two-year position, renewable based on:

- Satisfactory annual performance evaluations
- Continued program funding
- Achievement of agreed performance objectives

F. REMUNERATION:

TPP shall determine, negotiate, and offer a remuneration package to the successful candidate, commensurate with the candidate's qualifications, experience, and competencies, and in accordance with TPP's applicable policies and budgetary provisions.

2. JOB TITLE: MONITORING AND EVALUATION OFFICER – 1 POST

A: SUMMARY POSITION

The Monitoring and Evaluation (M&E) Officer will lead the design, operationalization, and day-to-day implementation of robust Monitoring, Evaluation, Reporting, and Learning (MERL) systems across TPP's portfolio in line with Results-Based Management (RBM) principles and donor compliance requirements. In collaboration with TPP leadership and affiliated faculty, the Officer will contribute to establishing results frameworks, indicators, and data management processes that enable rigorous performance tracking, evidence generation, and adaptive management. The Officer will coordinate the systematic collection, analysis, and use of high-quality quantitative and qualitative data to support data-driven decision-making, continuous programme improvement, and reporting to donors, government authorities, and other stakeholders.

Particular emphasis will be placed on measuring outcomes and impact of community-led interventions in water resource management, sanitation, education, health, and livelihoods. Working in close collaboration with TPP teams, implementing partners, government counterparts, and community stakeholders, the Officer will strengthen learning, reporting compliance, and the timely production of credible, actionable evidence to inform strategic planning and programme adaptation. This position reports to the In-country Program Coordinator.

B: KEY RESPONSIBILITIES

1. Monitoring and Evaluation Systems

- Lead the development and implementation of M&E frameworks, plans, data collection tools, and performance indicators aligned with TPP strategy and donor requirements.
- Establish and maintain data collection, management, and reporting systems ensuring consistency, reliability, and quality.
- Implement data quality assurance processes (DQAs) and routine data validation checks.
- Support the integration of digital tools (e.g., KoboToolbox, ODK) to improve data collection efficiency and accuracy.

2. Data Collection, Analysis, and Reporting

- Coordinate and oversee the systematic collection of qualitative and quantitative data across programme sites, including field visits to rural communities.
- Ensure adherence to agreed data standards, documentation requirements, and reporting timelines across programme teams and partners.
- Conduct data cleaning, analysis, interpretation, and visualization to inform management decisions and adaptive programming.
- Prepare **weekly, monthly, quarterly, and annual M&E reports**, dashboards, and summaries for internal and external stakeholders and donors.

- Document success stories, lessons learned, and key insights to support learning and knowledge sharing.

3. Capacity Building and Support

- Train programme staff, partners, and community representatives on M&E methodologies, data collection protocols and performance tracking.
- Provide ongoing technical support and mentorship to field teams and implementing partners on M&E best practices.

4. Evaluation and Learning

- Support baseline, midline, and endline evaluations, assessments, and outcome studies as required.
- Facilitate learning events, reflection sessions, and technical review meetings to promote data-driven programme improvements.
- Ensure learning products are disseminated broadly and integrated into programme planning and strategy.

5. Stakeholder Engagement

- Engage with programme beneficiaries, community leaders, local government officials, and other stakeholders to uphold accountability and feedback mechanisms.
- Collaborate with donors and external evaluators on performance reporting, evaluation terms of reference (ToRs), and data submission.
- Other project duties as assigned by the TPP In-country Coordinator.

C: QUALIFICATIONS AND EXPERIENCE

- i. Master's degree in Statistics, Monitoring & Evaluation, Social Sciences, Development Studies, Natural Resources Management, Economics, Public Policy, or related field.
- ii. 4 - 8 years of professional experience in M&E, ideally within rural development, education, WASH, health, or community programmes.
- iii. Proven experience in designing and implementing M&E systems, performance indicators, data collection tools and reporting.
- iv. Strong analytical skills with the ability to interpret both quantitative and qualitative data.
- v. Experience with data management software and digital data collection platforms (Kobo Toolbox, ODK Collect, Excel, and Power BI/Tableau).
- vi. Demonstrated experience in designing and implementing MERL frameworks, including log frames, indicators, data collection tools, and data quality assurance processes.
- vii. Experience in supporting or leading baselines, evaluations, assessments, and learning activities.

- viii. Practical experience working with community-based or participatory approaches, preferably in sectors such as water resource management, sanitation, education, or livelihoods.
- ix. Experience working with local and international institutions, including universities, government offices, and NGOs, with a demonstrated understanding of monitoring and reporting requirements across institutional contexts.
- x. Experience working with donor-funded programmes, and donor compliance requirements including bilateral and multilateral agencies.
- xi. Strong understanding of Results-Based Management (RBM), OECD Development Assistance Committee (DAC) evaluation criteria.
- xii. Experience in developing and facilitating learning and reflection workshops.
- xiii. Experience collaborating with individuals predominantly through virtual settings for interactions with the MSU -TPP Team.

D: CORE COMPETENCIES AND SKILLS

- i. Proficiency in data analysis and visualization (Excel, Stata, SPSS, Power BI, etc.).
- ii. Strong analytical, writing, and communication skills, with the ability to translate data into clear, actionable insights for diverse audiences.
- iii. Advanced skills in quantitative and qualitative data analysis, data quality assurance, and reporting.
- iv. Strong organizational, planning, and time-management skills.
- v. High level of integrity, attention to detail, and commitment to accountability, learning, and impact.
- vi. Ability to work effectively with multidisciplinary teams, partners, government institutions, and community stakeholders.
- vii. Fluency in English and Swahili.

E. PERFORMANCE METRICS

Success in this role will be evaluated based on:

- Timeliness and quality of M&E reports submitted to management and donors.
- Accuracy and reliability of programme data.
- Demonstrated improvements in programme performance through evidence of learning and adaptation.
- Stakeholder satisfaction with M&E processes and support provided.

F. TERMS AND CONDITIONS

i. Position Logistics:

The successful candidate is expected to:

- Travel regularly to TPP pilot sites and internationally as needed
- Be available for meetings with TPP partners
- Work full-time with occasional extended hours during peak program periods

ii. Contract Duration:

The Monitoring and Evaluation Officer shall be engaged on a fixed-term contract

of two (2) years. Renewal of the contract shall be subject to satisfactory performance of the roles and responsibilities, as assessed through an annual performance appraisal.

G. REMUNERATION:

TPP shall determine, negotiate, and offer a remuneration package to the successful candidate, commensurate with the candidate's qualifications, experience, and competencies, and in accordance with TPP's applicable policies and budgetary provisions.

H. MODE OF APPLICATION:

Interested and qualified applicants should apply to the addresses provided below, enclosing: -

- (i) Signed Application letter addressing the list of competencies.
- (ii) Curriculum Vitae (CV) with names and Addresses of three (3) Referees.
- (iii) Certified copies of relevant Academic Certificates and Transcripts.
- (iv) Recent one (1) Passport Size Photo.

NOTE:

- a. Only shortlisted candidates will be contacted for an interview.
- b. Incomplete applications will not be processed.
- c. Applicants must indicate their National Identification Numbers (NIDA Number).
- d. Certificates from foreign Universities should be verified by the Tanzania Commission for Universities (TCU).
- e. Certificates from foreign Secondary School education should be verified by the National Examination Council of Tanzania (NECTA).
- f. **A signed application letter should be addressed to:**

***Director of the Institute of Resource Assessment,
University of Dar es Salaam,
P. O. Box 35097, Dar es Salaam.***

All applications should be done through the UDSM Human Resources Management Information System.

I. DEADLINE:

The deadline for the application is 14 days from the first appearance of this advertisement.