

VACANCY ADVERTISEMENT

Hand in Hand Eastern Africa-Tanzania (HIHEA TZ) is a Non-Governmental Organization (NGO) registered in Tanzania since 2018 with a mandate to operate in the country, and part of the Hand in Hand Global Network. Our vision is to empower the society, especially women, through the creation of sustainable enterprises and jobs. HIHEA (TZ) currently leads field operations through Seven branches, in Moshi, Arusha, Manyara, Dodoma, Iringa, Singida & Meatu.

The organization works with marginalized communities in the areas of economic and social empowerment using a participatory approach aimed at helping people fight poverty and vulnerability. The Hand in Hand enterprise and job creation approach is based on a philosophy of self-help, providing training, skills and support to enable people living in poverty, particularly women, to build and sustain independent, market-based, economic activities. This provides for a higher level of income for them and their families, which in turn contributes to greater food security, better education for children, and increased access to healthcare, improved housing, and overall improved livelihoods.

SUMMARY MONITORING, EVALUATION & LEARNING OFFICER JOB DESCRIPTION AND SPECIFICATIONS. REF.NO: HTZ MEL -02/2026 (01) POST

1. JOB SUMMARY - PURPOSE

The position is responsible for monitoring and measuring the impact of programs and activities; communicating M&E information, development of monitoring tools, data surveys; collection, analysis and interpretation, structured data manipulation, coordination and follow-up on all field monitoring and evaluation activities, and reporting.

1. DUTIES AND RESPONSIBILITIES

R1. Management of Monitoring and Evaluation Initiatives

- T1. Implementation and review of work-plans for M&E.
- T2. Development and implementation of M&E framework, systems, structures and procedures (e.g. logical framework, project performance tracking, indicators, data flow chart and M&E manuals).
- T3. Conduct baseline surveys, evaluations and studies as designed in program implementation framework for HiH EA (TZ)
- T4. Undertake M&E activities and initiatives including management of data quality, tracking progress of program activities implementation and impact and outcomes.
- T5. Development and pre-testing of monitoring and evaluation tools.
- T6. Undertake capacity building of staff in monitoring and evaluation and train enumerators on use of tools and data collection before surveys.
- T7. Perform regular field visits to ensure projects/programs are implemented according to project/program design.
- T8. Undertake data analysis, interpretation, manipulation and reporting for internal use and external distribution to partners, donors, government agencies etc.
- T9. Support fundraising and resource mobilization by providing relevant data and information for proposal writing, concept papers etc.
- T10. Maintain positive relationship with beneficiaries, local communities, partners, collaborators, government agencies and other external contacts.
- T11. Compile and submit periodic and management reports as prescribed.
- T12. Keep abreast of developments in program changes and progress in order to advise and recommend tools and strategies to increase program performances and results.

R2. Data Quality and Documentation Management

- T1. Ensure compliance with relevant norms, protocols, guidelines and regulations as established by the M&E system and maintain high quality standards in the performance of M&E components at HiH EA (TZ).
- T2. Oversee processes that ensure quality control for data management and ensure accurate reporting of findings.
- T3. Maintain proper storage of data and information and carry out regular back-ups.
- T4. Identify strengths and weakness in existing data collection and management systems and propose solutions to M&E Manager and management.

R3. Knowledge Sharing and Learning

- T1. Ensure M&E framework and tools capture and document case studies, best practices, experiences and lessons learned for internal and external sharing.
- T2. Participate in the dissemination of findings; share M&E reports with operations that document findings highlighting areas of successes and proposed reviews, experiences and learning points.
- T3. Coordinate implementation of adopted best practices processes.

R4. Perform any other duties as may be assigned by the Supervisor from time to time.

2. KNOWLEDGE, SKILLS AND ABILITIES: The knowledge, skills and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training.

a. Level of Education/Academic Qualification

- Bachelor's degree in any of the following disciplines: Mathematics & statistics, Information Management, Project Management, Business Administration and Social Science (Social Scientists) or any related field.

b. Specialized Training/Professional Qualifications

- Post-graduate or professional qualification in monitoring and evaluation or project planning and management.
- Statistical data analysis skills such as Microsoft Excel, SPSS, STATA etc preferred

c. Competencies/Abilities/Skills Required

- Ability to design M & E tools, surveys, surveillance systems, and evaluations
- Excellent analytical and detail-oriented individual with extensive experience in research, surveys and data management.
- Strong information technology and demonstrated ability to work with data analysis tools/packages and MS Office applications.
- A dynamic, innovative, highly motivated individual with good analytical skills and practical experience in management of structure data.
- Ability to work under pressure and deliver under minimal supervision.
- Good planning, organizational and coordination skills and demonstrated ability to multitask and comply with standards and guidelines.
- Good interpersonal skills, team orientation, public relations skills and ability to network and interact easily with people from diverse backgrounds at the local community level.
- Good communication and presentation skills; good spoken and written English, and Kiswahili and demonstrated ability to write clear and concise reports.

d. Relevant Work Experience

- At least 2 years' experience in a similar position.

Application process

Qualified and interested candidates should forward a cover letter and CV in one pdf file, citing the **Position and Reference Number to careers@handinhandea.or.tz** on or before close of business by **09th June 2026. Only shortlisted candidates will be contacted.**

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Hand in Hand Eastern Africa - Tanzania

Giving Hope, Dignity and Choice

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