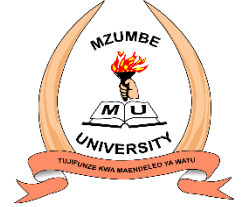




THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND
TECHNOLOGY



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11th March 2024

ANNOUNCEMENT OF EMPLOYMENT VACANCY

1.0 BACKGROUND

The Centre of Excellence in Health Monitoring and Evaluation (COEHME) housed in the School of Public Administration and Management (SOPAM) at Mzumbe University was established in 2015 to coordinate and implement health monitoring and evaluation activities; including the provision of technical assistance in the implementation science research; health data systems generation, dissemination and use of data to contribute to health systems strengthening. In September 2020, the COEHME was awarded a grant by the United States Centers for Disease Control and Prevention (CDC) to Provide Technical Assistance to the Government of Tanzania and Public Health Institutions toward Sustained Health Systems Strengthening. This project is being implemented in collaboration with and to support the Ministry of Health, the Tanzania Commission for AIDS, the President's Office – Regional Administration and Local Government, and the Ministry of Finance and Planning. The COEHME is seeking a competent, experienced, dynamic, and qualified candidate to immediately fill the position listed below.

2.0 JOB TITLE: MONITORING AND EVALUATION ADVISOR (1 POST):

2.1 **Duty Station:** Centre for Distance Education (CDE) & Centre of Excellence in Health Monitoring and Evaluation at Mzumbe University, Morogoro

2.2 **Reports to:** Senior Technical Lead

2.3 Job Summary:

The Monitoring and evaluation advisor will be responsible for the technical management and implementation of monitoring and evaluation activities throughout the project. She/he will be responsible for ensuring the collection, analysis, and reporting of high-quality, accurate, and reliable data for all related monitoring and

evaluation matters in the project. The incumbent will lead the development, management and reporting of the Monitoring and Evaluation Plan. She/he will develop and maintain systems to collect data and lead analysis to produce information on inputs, outputs, outcomes, and impact of the project. The incumbent will be responsible of performing review activity, implementation on a regular basis communicate the critical learning points with CDC and other relevant stakeholders and support the project in making evidence-based and informed decisions to ensure results. This position will also support the Centre for Distance Education (CDE) in the monitoring and evaluation activities including analysis and reporting of iECHO and eLearning data through the Project ECHO and National eLearning Platform

2.4 Duties and Responsibilities:

- Design and implement the Project's Evaluation and Performance Measurement Plan (EPMP) indicators and M&E data collection tools.
- Work closely with the portfolio lead to ensure all program data are collected, appropriately documented, processed, and analyzed to inform project indicators and targets.
- Work closely with the portfolio lead to prepare weekly, monthly, quarterly, and annual project reports for all portfolios.
- Follow up on the implementation of activities to ensure that activities are implemented by the scope of work and M&E guidelines
- Provide guidance to project portfolio lead on results-based management and creating effective monitoring indicators, plans, processes, and systems to improve performance monitoring.
- Oversee the collection and analysis of performance information and plan and manage evaluation, studies, and assessments.
- Advise the project Management in using information for decision-making and resource allocation.
- Ensure quality control of data and information collected through the development and/or review of tools for the data collection by the M&E framework for Project ECHO.
- Oversee the development, maintenance, and use of the project technical information management system and its interoperability with the national health information management system
- Conduct routine monitoring and continuous quality improvement of Project ECHO and eLearning data and prepare regular reports
- Participate in M&E meetings coordinated by MOH, PO-RALG and Project ECHO stakeholders.
- Collaborate with the project team in identifying project activities, processes and/or outcomes that are worthy for documentation and design a system to capture lessons learned and best practices
- Perform any other tasks assigned by the supervisor

2.5 Qualifications:

- A minimum of a Master's degree in Health Monitoring and Evaluation, Health Systems Management, Project Planning and Management, Public Health, Health Informatics, or another related field.
- Academic Publication serves as an added advantage
- A minimum of 6 years of progressively professional experience in monitoring and evaluations.
- Reporting writing skills and experiences in writing success stories.
- General knowledge and understanding of Project ECHO and eLearning.

- Knowledge and experience in the design and management of indicators, M&E plans, performance targets, data quality assessment, data collection, and analysis.
- Excellent qualitative and quantitative data analysis skills, including command of qualitative data software sampling methodologies and statistical software
- Experience in using performance monitoring data for improvement of ongoing project/ activity management.
- Ability to conceptualize and structure monitoring activities and write reports clearly and concisely.
- Participated in and/or lead the conduct of qualitative and/or performance monitoring and/or evaluations.
- Experience in leading training and building capacity in evaluation
- Familiar with donor-funded project approaches, and operations particularly related to evaluation.
- A commitment to valuing diversity and contributing to an inclusive work and learning environment.
- Experience with virtual learning programs.
- Ability to work independently and collaboratively with a variety of stakeholders.
- Ability to problem-solving and flexibility to take on a variety of tasks.
- Experience with public health and/or medical projects.

MODE OF APPLICATION:

Application letters accompanied by a detailed Curriculum Vitae (CV) with a passport size photograph and signed by the applicant; and copies of relevant certificates and transcripts should be sent to the Centre of Excellence in Health Monitoring and Evaluation (COEHME) by email at: coehme@mzumbe.ac.tz and copy to dhsm@mzumbe.ac.tz not later than 18th March 2024. Applicants must also provide names, contact addresses as well as telephone numbers of two academic or professional referees. No late applications will be considered.

Please note the following:

- Applicants to the positions must be Tanzanian.
- The advertised position requires excellent communication skills in both spoken and written English language.
- Academic certificates obtained from foreign universities should be verified by the Tanzania Commission for Universities (TCU).
- Applicants should indicate the position they are applying for in their signed application letters.
- Applicants should submit a copy of National Identification Number (NIDA).

Only successful candidates will be contacted through their contact details indicated in the application letters.

Dr. Idda Lyatonga Swai
FOR VICE CHANCELOR