



JOB TITLE: MONITORING EVALUATION AND LEARNING (MEL) OFFICER

REPORTS TO: PROGRAM MANAGER

POSITION TYPE: FULL-TIME

LOCATION: AFYAPLUS HEADQUARTERS, IRINGA, TANZANIA

APPLICATION DEADLINE: OCTOBER 15, 2024

About Afyaplus Organization:

Afyaplus is a non-profit organization operating under the NGO Act 2002, focusing on disease prevention and control through Water, Sanitation, and Hygiene (WASH), Health and Nutrition initiatives. We are also committed to adolescent and young women empowerment. Afyaplus responds to critical social and economic gaps in Tanzania by promoting community health, education, and access to clean water and sanitation services. The organization leverages its partnerships with local communities and stakeholders to provide innovative solutions to the challenges that face the most vulnerable populations.

Position Overview:

Afyaplus is seeking a **Female Monitoring, Evaluation and Learning Officer** with at least two years of experience in M&E, preferably in WASH, Public health, Nutrition or Community Development projects. The MEL Officer will play a crucial role in ensuring that Afyaplus projects achieve their intended results by providing accurate and timely data on project performance. This position requires a strategic thinker who can develop and implement effective MEL systems, analyze data, and produce insightful reports to support decision-making and improve program effectiveness.

The MEL Officer will work closely with the Program Manager and project teams to ensure that all monitoring, evaluation, and learning activities meet the organization's standards and are aligned with Afyaplus' mission.

Key Responsibilities:

1. Monitoring and Data Collection:

- i. Develop and implement M&E plans for Afyaplus' projects, ensuring that monitoring tools and data collection methods are efficient and meet project objectives.
- ii. Collect, manage, and analyze both qualitative and quantitative data to monitor project outcomes and impacts.
- iii. Regularly visit project sites to gather and verify data, and ensure that activities are being implemented as planned.
- iv. Support project baseline, endline survey also leading on documenting case studies and success stories in consultation with Communication team and project staff

2. Evaluation and Learning:

- i. Conduct mid-term and final evaluations of Afyaplus projects to assess progress against project goals and objectives.
- ii. Facilitate learning sessions with project staff and stakeholders to discuss MEL findings and integrate them into project planning and implementation.
- iii. Provide recommendations for project improvement based on MEL data analysis and findings.

3. Data Analysis and Reporting:

- i. Analyze MEL data and generate reports that provide insights into project performance, challenges, and achievements.
- ii. Prepare and submit regular MEL reports to management, donors, and other stakeholders in accordance with reporting schedules.
- iii. Ensure data is accurately documented, stored, and accessible for internal and external audits.

4. Capacity Building:

- i. Provide training to project staff and community partners on MEL methodologies, data collection techniques, and reporting procedures.
- ii. Build the capacity of project teams to implement effective MEL systems, ensuring that they understand the importance of accurate and timely data collection.

5. Stakeholder Engagement:

- i. Engage with key project stakeholders, including government authorities, community leaders, and partner organizations, to communicate MEL findings and advocate for best practices in WASH and health initiatives.
- ii. Represent Afyaplus in meetings and forums focused on MEL and data-driven decision-making.

6. System Development and Innovation:

- i. Design and implement innovative MEL systems and tools to improve project monitoring, data collection, and reporting.

- ii. Explore and integrate new technologies and methodologies for real-time data collection and analysis.

7. Compliance and Accountability:

- i. Ensure that all MEL activities comply with Afyaplus' policies, donor requirements, and ethical standards.
- ii. Promote transparency and accountability across all MEL processes.

8. Any other duties assigned by Program Manager or any other supervisor:

Key Qualifications:

Education: Bachelor's degree in Public Health, Statistics, Social Sciences, Development Studies, or a related field.

Experience: Minimum of 2 years of experience in Monitoring and Evaluation, preferably in WASH, Health, Nutrition, Climate Change and AMR or Community Development Projects.

Skills and Competencies:

- i. Strong data analysis skills, including the ability to analyze and interpret both qualitative and quantitative data.
- ii. Proficiency in MEL tools, methodologies, and software, such as SPSS, Excel, or other data management systems.
- iii. Strong communication skills, with the ability to prepare clear, concise reports for different audiences.
- iv. Experience in training and capacity building of project teams on MEL processes.
- v. Attention to detail and the ability to ensure data accuracy and integrity.
- vi. Willingness to be trained in and implement Afyaplus' management and MEL policies.
- vii. Strong team-working and collaboration skills, with the ability to work in diverse and dynamic environments.

Desirable Traits:

- i. Previous experience in MEL for WASH, Health, Nutrition, Climate Change and AMR, Empowerment or similar programs.
- ii. Knowledge of gender-sensitive MEL approaches and experience working with vulnerable populations.
- iii. Experience in designing MEL frameworks for donor-funded projects.

Application Process:

Interested and qualified candidates should send their **Application Letter** and **Curriculum Vitae** with three professional references as one pdf attachment to: hr@afyaplustz.or.tz with the Job Title as the subject line:

“MEL Officer Application – (Your Name)”

Note:

- ❖ Afyaplus Organization is an equal opportunity employer and values diversity in its workforce. We encourage candidates of all backgrounds to apply.
- ❖ Only shortlisted candidates will be invited for assessment and interview.
- ❖ Applications not sent in the required format will not be considered