



## **JOB ADVERT-MONITORING & EVALUATION OFFICER (3 POSTS) AND TRANSPORT OFFICER AND OFFICE ASSISTANT (4 POSTS)**

### **CAMFED Overview**

CAMFED (the Campaign for Female Education) is internationally recognised as a leader in education for girls, for its child protection policy and practise, and as a voice for girls' education and women's empowerment at the highest levels. Founded in 1993, CAMFED supports young women throughout their primary and secondary schools' years, into economic training and further education, and onto leadership, as role models, activists, and philanthropists. CAMFED Tanzania is looking to recruit Monitoring & Evaluation Officers (3) and Transport Officers (4) to fill vacant position in various region.

**Job Title:** MONITORING & EVALUATION OFFICER (3 posts)

**Reporting to:** Senior Monitoring and Evaluation Officer

**Location:** Dar es Salaam, Dodoma and Morogoro.

### **Job purpose:**

This position is anchored at capturing and strengthening our evidence to show the impact of the 2024 - 2030 CAMFED strategic vision to reach 5 million secondary school girls across the consortium by expansion of our programs and scaling our best practices in collaboration with the government and the CAMFED countries of operations.

### **Specific Accountabilities:**

**A: A comprehensive support system targeted at the most marginalized girls.**

- Coordinate development /revision of monitoring and evaluation tools for marginalized girls benefiting from CAMFED education programmes.
- Keep CAMFED database updated with records of students benefiting from CAMFED education programmes.
- Co-develop national or regional school monitoring with the government and other stakeholders and oversee its implementation and integration of findings in programme designing.
- Build knowledge and skills on education data submission, analysis and usage of data by stakeholders at various level to inform decision making.

### **Board Members**

Jeanne Karamaga Ndyetabura – Chair

Leonard Fabian Msigwa – Vice Chair

Shamsa Mkurungu, Fatuma Kisalazo, Mwajuma Hamza

Ludigalda Maurilyo Mavika, Hannah Mwakalinga

- Conduct periodic analysis of school and students monitoring data and share findings with key stakeholders, district education officers, teachers, and programme staff.
- Build knowledge on child protection and safeguarding to CAMFED staff and education stakeholders.

**B: Young women transition to secure livelihoods and join a powerful peer network of leaders.**

- Periodically update database of young women's agency, further employment, further education, and leadership.
- Identify and build capacity of resource teams to support the department's plans.
- Provide periodic updates on guides programme progress from monitoring submitted reports to inform program design and implementations.
- Coordinate, design and implementation of surveys and research to measure impacts of programmes to young women and communities we serve.

**C: Adoption of best practices in national education systems at scale.**

- Engage with peer monitoring and evaluation personnel across the consortium and for learning, sharing, championing best practices, co-creation, and implementation.
- Engage with Monitoring, Evaluation and Learning Technical Working Group (MEL-TWG), government structures from school to national level for better understanding of how the system works and identify organizational entry points for education system transformation.
- Oversee integration of data from internal/external research findings in the design of programmes and monitoring, evaluation, and learning (MEL) framework.
- Package research and monitoring findings for dissemination to the government, partners, and community to strengthen our advocacy and sharing of best practices to influence change in the education system and other sectors.

**D: Other responsibilities**

- Support the management of CAMFED's M&E system including ensuring quality, timely and accurate consolidation of program data.
- Develop and review programme /project monitoring and evaluation tools.
- Conduct data collection, verifications, and cleaning with relevant program staff and stakeholders.

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- Support development team during project proposal development and project reporting.
- Proactively Identify potential risks and champion mitigation strategies in collaboration with other team members.
- Any other tasks related to the field of engagement, experience, and expertise as and when required by the organization and assigned by the supervisor.

### Knowledge, Experience & Skills Required

- Bachelor's degree or above in social sciences, education, planning & management, health informatics, public health, biostatistics, epidemiology, demography, information system or a similar relevant course of study.
- Minimum of 3 (three) years demonstrated experience in planning, monitoring, and evaluation with reputed organizations preferably in education, health, or enterprises sector.
- Knowledge on both qualitative and quantitative research methodology
- Competency in application of data collection, analysis, and visualization software (ODK, Kobo, Advanced MS Excel, SPSS, GIS, Power BI) is essential.
- Excellent analysis and writing analytical quality report skills are crucial.
- Effective communication skills, pro-activeness, positive attitude, and professional integrity.
- Experience of working with stakeholders (Local Government Authorities (LGAs), schools, young women, community groups and health facilities)

### Job Title: TRANSPORT OFFICER AND OFFICE ASSISTANCE (4 Posts)

**Accountable to:** Administration Officer  
**Salary:** Competitive  
**Start Date:** ASAP  
**Location:** Various

### Job purpose:

Under the direction of Administration Officer, Transport officer and office assistant is responsible for driving office vehicle including the maintenance records and ensures that routing maintenance is carried out on schedules. Transport Officer will be responsible for inspecting country vehicle on daily basis to ensure that it is clean, undamaged and in working order.

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### Specific Accountabilities:

- Drive vehicle in various districts in Tanzania.
- Maintain defensive driving plus presenting safety briefing to passengers prior to each trip departure.
- Maintains vehicle maintenance records and ensures that the routine maintenance is carried out on schedule.
- Maintains accurate, up to date records on trip sheets, fuel purchases, incident reports, accident reports vehicle condition reports and other records that are requested from management.
- Serves as a positive role model while providing transportation services to staff.
- Reviews staff car requests with the Administration Officer finalize/maintenance schedule on a daily basis. Notifies the Administration Officer of any deviations from the approved schedule in order to ensure staff requests are honoured or different arrangements made.
- Inspects vehicle on a daily basis to ensure that it is clean, undamaged and in working order. Notifies the Administration Officer, verbally and in writing, of any damage to or non-working vehicle.
- Dispatches program office documents/mails/items around Dodoma by car to different vendors, partners and customers as assigned.
- Collects and posts letters, sending parcels, recording all incoming letters in the special logbook, distributing to respective officers under the supervision of line manager.
- Maintaining proper records for fuel and reports for any shortage before the start of journey.
- Office assistant duties: Process admin requisitions, where applicable ensure generator is working- proper check-ups, support preparation of meetings, act as receptionist from time to time.
- Photocopying, sorting, and collating related office documents.
- Ensuring the stationery store and all stationery stock are well arranged and in attractive manner.
- Supports office errands as assigned.
- Other duties as assigned from time to time.

### Person Specifications

#### Essential:

- Holders of at least Form IV Certificate.
- Holder of valid Class A, B, D, E driving license.
- Must have certificate from either VETA or National Institute of Transportation (NIT)
- Having driving experience of at least five (5) years from reputable organisations.
- Must be fluent in both written and spoken English and Swahili languages.
- Computer literate.
- Able to work under pressure, Flexible and as part of a team.
- Must be Tanzanian citizen.

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[www.camfed.org](http://www.camfed.org) 

[tanzania@camfed.org](mailto:tanzania@camfed.org) 

+255 22 276 1065 / 1066 

Ursino Estate South, Plot No 44, Uporoto Street,   
(PO Box 33835), Dar es Salaam, Tanzania

### Application Details

Please submit applications to [hrtanzania@camfed.org](mailto:hrtanzania@camfed.org) by **18<sup>th</sup> March 2024**, including your most recent CV (indicating three traceable referees- (should be current/previous line manager/HR Manager) with valid email addresses) and covering letter, indicate **Title of the job** in the subject line of the email. Due to the volume of responses, only successful candidates will be contacted.

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