

PELUM Tanzania
Participatory Ecological Land Use Management

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Job Opportunities: Monitoring and Evaluation Officer, and Finance and Administration Manager

Participatory Ecological Land Use Management (PELUM) Tanzania is a network of Civil Society Organizations working with smallholder farmers and livestock keepers in promoting participatory ecological land use management in Tanzania. Founded in 1995 by five-member organizations, the network has grown to the current 39 Member Organizations. PELUM Tanzania head quarter is based in Morogoro Municipal Council with the membership spread all over Tanzania Mainland.

PELUM Tanzania is using part of United States Department of Agriculture (USDA)/ Foreign Agricultural Services (FAS) funded project **Supporting Land Tenure in Tanzania** to recruit Monitoring and Evaluation Officer, and Finance and Administration Manager to support in the implementation of the project.

1: Monitoring and Evaluation (M&E) Officer (1 position)

The M&E Officer will be based at PELUM Tanzania office responsible for developing and leading the project M&E system and for providing project team with learning and adaptive support. Successful candidate will be contracted for the period of twenty months starting December 2018.

1.1 Specific Responsibilities

M&E Leadership

- Provide the organization with a vision, framework and strategic plan for M&E unit,
- Coach and mentor M&E Assistants and M&E Interns,
- Coordinate and provide refresher M&E trainings for technical staff as needed,
- Support initiatives to promote effective organization visibility.

Project Management Support

- Collaborate with Program Manager to develop the program M&E Plan that is useful and cost effective, compliant with professional standards and client requirements, context-appropriate and locality-based, and that contributes to local ownership and sustainability,
- Participate in developing project annual work plan,
- Ensure the implementation of the approved M&E plan including data collection and collation, verification and reporting while maintaining quality throughout,
- Monitor the implementation of project activities including progress towards achieving the expected results,
- Advise the Country Coordinator in ensuring the sustainability of the project results,

- Develop strategies for improving the efficiency and effectiveness of the project,
- Conduct project supportive supervision visits,
- Conduct project annual outcome assessment,
- Develop terms of reference for project evaluation,
- Participate in the evaluation.

System Development and management

- Manage M&E database for supporting programmatic activities and back up,
- Post project indicator tracking data and information to the project indicator monitoring system,
- Identify strengths and weaknesses in existing data collection and management systems and propose solutions,
- Review the performance of existing monitoring information systems to help identify potential modifications or improvements,
- Assess and improve the existing monitoring and evaluation system,
- Develop and strengthen monitoring, assessment, and evaluation procedures,
- Propose and implement strategies to increase data use and demand amongst technical staff,
- Develop and review M&E tools and train technical staff on the application of relevant M&E tools.

Data Management and Analysis

- Keep abreast of developments in project management changes and progress in order to advise and recommend tools and strategies to increase performances and results,
- Suggest ways to facilitate data collection and the flow of data from the field,
- Identify strengths and weaknesses in existing data collection and management systems and propose solutions,
- Collect routine M&E data,
- Perform data quality assessment and participate in external data quality assessment exercise,
- Assist technical staff in clarifying project information needs,
- Ensure that data queries from donor and implementing partners are addressed in an accurate and timely manner,
- Generate timely and useful data and information for project and organization learning.

Communication and Reporting

- Prepare monthly Monitoring Information System (MIS) reports,
- Capture early successes and lessons learned from project implementation to adapt project management, approach, and drive scale-up,
- General project progress data and information and share with the Programs manager for developing project reports,
- Provide inputs, information and statistics for quarterly, annual and other reports to technical teams,
- Review project monthly, quarterly, and annual reports to ensure that M&E data and information is correctly captured and presented,
- Support technical staff on ways to properly document, organize and capture project progress,
- Work in close collaboration with Country Coordinator, Programs Manager, and Finance and Administration Manager in ensuring quality project deliverables including quality reports.

1.2 Other key competencies required include

- Good level of proficiency in Window Excel and quantitative analysis,
- Ability to design M&E tools, surveys, and evaluations,
- Strong interpersonal skills,
- Experience in working with non-governmental organizations,
- Experience in project design, and M&E plan development,
- Demonstrated ability to train and build M&E capacity of others.

1.3 Minimum Qualifications

Bachelor's Degree in Monitoring and Evaluation, Project Management, Statistics, Agriculture Economics, Agriculture Business or similar qualification. Master's Degree and experience in agriculture related fields will be an added advantage. At least three (3) years working experience in Monitoring and Evaluation position. S/he must be a Tanzanian aged between 20 and 45 years.

2. Finance and Administration Manager (1 position)

Finance and Administration Manager (FAM) will be based at PELUM Tanzania office in Morogoro and will provide strategic leadership in financial management, including ensuring compliance with all applicable laws, rules, policies and procedures. S/he will be in charge of human resources (HR) management, and office management, and other administration issues. Successful candidate will be contracted for the period of twenty months starting December 2018.

2.1 Specific Responsibilities

Financial Management

- Ensure compliance with financial procedures in line with the PELUM Tanzania policies, national laws, and donor rules and guidelines,
- Oversee recording of all financial transactions in line with organizational policies and procedures,
- Ensure accurate and timely preparation and submission of financial information for budget monitoring and progress reporting, as well as grants management,
- Prepare project management financial reports as per PELUM Tanzania's financial manual,
- Preparing periodical financial forecasts and advice the management on budgets revisions,
- Monitor the petty cash and bank balances to ensure sufficient funds are always available depending on the organizational and project needs,
- Manage reconciliation of the bank and cash accounts, and monthly financial records including cashbooks,
- Ensure timely preparation of project advance requests, liquidation, and accruals,
- Lead the preparation of annual financial statements and annual audit,
- Oversee the preparation of monthly payrolls,
- Ensure all statutory deductions from payroll are made accordingly and the funds are timely submitted to the respective government agency,
- Prepare compliance reports for internal control and statutory deductions as per organization financial manual,
- Lead the preparation of project annual budget,
- Chair finance and administration technical meetings.

Human Resource Management

- Lead the finance and administration unit of the organization,
- Ensure that staff job descriptions are up to date,
- Supervise staff performance management process,
- Manage staff leaves,
- Ensure that staff benefits are accurately calculated and paid timely,
- Make sure that employees are informed of the organization policies, rules and procedures
- Support the Country Coordinator in supervising recruitment and induction of new staff,
- Assist the Country Coordinator in overseeing the termination processes.

General Administration and Management

- Develop administration and logistics procedures in line with PELUM Tanzania and project requirements,
- Ensuring compliance with PELUM Tanzania standards and procedures, local laws and donor policy and agreement standard provisions,
- Oversee all office administrative activities,
- Supervise project procurements,
- Participate in management meetings,
- Participate actively in overall project planning, budgeting, monitoring and evaluation.

2.2 Other key competencies required include:

- Good computer skills with Ms window and Excel
- Practical knowledge on accounting software, practical experience with Quick book will be an added advantage,
- Problem solving skills,
- Integrity.

2.3 Minimum Qualifications

Must be a Certified Public Accountant (CPA) holding a Bachelor Degree in Accountancy, Accountancy & Finance or equivalent qualifications. Minimum of three (3) years professional working experience with at least one in a senior management level. S/he must be Tanzanian aged between 30 and 50 years.

3. Application requirements

Applications are invited from qualified and interested Tanzanian individuals only. To apply submit **only three documents in single PDF file with a maximum of 5 pages** as follows: motivation letter (maximum 1 page); curriculum vitae (maximum 3 pages); and salary history and expected salary (maximum 1 page) to info@pelumtanzania.org. Email subject should bear the position you are applying for. Closing date is Thursday November 22, 2018 at 04:00pm EAT. While we value all applications, we can only respond to short listed candidates and if you do not hear from us by Monday November 26, 2018, consider yourself unsuccessful. Whilst all applicants will be assessed strictly on their individual merits, qualified women are specifically highly encouraged to apply. Phone calls from applicants are strictly not allowed.