

Job advertisement

Good Neighbors is an international humanitarian development NGO founded in Korea in 1991. It was granted General Consultative Status from the United Nations Economic and Social Council (UN ECOSOC). The aim is to make the world a place without hunger, where people live together in harmony. In Tanzania it was officially established on 2005 and our efforts work towards creating environment where children's rights are protected and sustainable development of communities through empowerment, leadership and ownership.

Good Neighbors Tanzania is looking for individuals to join our highly motivated team in the following role;

Position: M&E Officer

Reports to: Project Manager, Technical Manager

Location: Mbozi District in Songwe Region

Contract Duration: 1 Year (Contract extension is subject to funding availability, performance or/and mutual agreement).

Under the overall authority of the Country Director (CD) of Good Neighbors Tanzania (GNTZ) and direct supervision of Project Manager (PM) and Technical Manager(TM), the position of Marketing Officer will be responsible to the activities regarding M&E of KOICA project, "Promote Income-generating through empowering coffee producers' cooperatives on Climate Change Adaptation in Mbozi District, Southern Highland Tanzania" including submitting investigation reports, managing indicators, baseline survey and monthly operation report.

Duties and Responsibilities

- Participating in planning, implementation and reporting the progress of KOICA project activities.
- Prepare and share weekly KOICA operating report and submit to the senior officer.
- Prepare Annual/Bi-annual for KOICA project and activities execution.
- Ensure that programs are in line with KOICA and Government policies and guidelines.
- Participate in project's stakeholders' meetings and share project activities implementation progress reports and submit to supervisor in a timely manner.
- Ensure adequate and high-quality monitoring, supervision and evaluation of KOICA project, linkage and alignment with donor policy and national guidelines.
- Provide technical support to implementation and monitoring of operational research/surveys that are to do with KOICA project.
- Prepare and provide ToR for external resources to conduct research/surveys of KOICA project.
- Conduct field visits and organize stakeholders' reflection meeting to discuss the monitoring findings.
- Compile regular technical status reports on KOICA project, including documentation of best practice and knowledge management.

- Clearly communicate the plans, schedules and priorities, and define all technical issues to the staff members, management and other partners including the government.
- Establish good networking relationship with multiple stakeholders.
- Advocate for stakeholders' participation in the project participation.

Qualification, experiences and competencies

- Bachelor's or degree in M&E or Project Management
- Minimum of 5 years work experience in community development projects and any related field
- Relevant work experience in researching and data analyzing
- Project proposal and report writing skills
- Strong collaboration, communication, negotiation, and interpersonal skills
- Proper computer skills especially MS Office
- Strong problem critical thinking, fast calculation
- Ability to prioritize and schedule work
- Ability to communicate effectively both orally and written
- Ability to work in an international and multi-national environment.

Other Competencies/Attributes:

- Ability to multi-task, ability to handle pressure well, ability to improvise, flexibility, adaptability to transitions.
- Sincerity, patience, tact and the ability to earn the trust of others
- Good motivational organizational skills
- Perform other duties as required Stakeholder
- Relationship Management
- Teamwork and working with Other
- Beneficiaries Focused
- Stakeholder Relationship Management
- Community Development Techniques

Application Instructions:

- All interested candidates, who meet the above requirements, please [Click here](#) to apply for the position on or before 02nd January, 2024.
- When applying please attach detailed curriculum vitae containing complete names and addresses (postal, email, phone), together with names and contact details of three referees **(one should be current or previous employer)**.
- All applications should be addressed to Country Director, Good Neighbors Tanzania, P.O. Box 33104, Dar es Salaam.
- Only shortlisted applicants will be contacted through their active mobile numbers and email addresses.
- Good Neighbors Tanzania will not be responsible for transport or/and accommodation during the interview, there will be no refund for the expenses incurred.

- Good Neighbors Tanzania has a zero tolerance to any harm or sexual exploitation and abuse against any beneficiaries (or program participants). Safeguarding and Protection from Sexual Exploitation and Abuse (PSEA) is everyone's shared responsibility and all GN employees and partners are required to adhere to GN's Code of Conduct both during and outside working hours. Familiarization with and adherence to the GN Safeguarding Policy and Code of Conduct is an essential requirement of all employees and partners, in addition to related mandatory training. All applicants interested to work with GNTZ must ensure that they understand and act in accordance with this clause. Please [Click here](#) to access and review GN Safeguarding Policy.