



Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

Job Title Senior M&E Officer	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Intermediate	Industry Non-profits (NGO)
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Non-profits (NGO): 4 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

We are looking for a **Senior M&E Officer** for a four-year project starting in 2026. The project's vision is to economically empower 900 Tanzanian youth through enhanced employability gained from a high-quality industry-oriented education system. This should be achieved through launching a dual apprenticeship model in the electrical installation and plumbing thereby equipping young people with demand-driven skills. The project will facilitate this programme in collaboration with 30 construction companies and public and private vocational education and training stakeholders (VET) in Dar es Salaam. In the long-term, dual apprenticeship in electricity and plumbing should be institutionalized within Tanzania's VET system and apprenticeships should become a strategic HR solution for companies.

The Senior M&E Officer will oversee all monitoring and evaluation activities for a multi-year youth skills development project, ensuring strong data systems, high-quality data collection, and evidence-based decision-making. The role includes designing M&E tools, managing project databases and dashboards, conducting data analysis, preparing reports for internal and external stakeholders, and supporting evaluations and studies. The officer will also build the capacity of project staff and partners on M&E practices and ensure that cross-cutting themes including gender inclusion and climate resilience are integrated throughout the project.

Responsibilities

Monitoring

- Support the setting up and design of the monitoring system in close collaboration with the national M&E coordinator.
- Manage overall data collection, support analysis, and prepare reports.
- Ensure timely monitoring of project activities and availability of quality data for decision-making and reporting.
- Ensure all M&E tools and guidelines are up to date and accessible.
- Manage and update the project database and visualization dashboards.
- Review, consolidate, and analyze collected data and information, providing feedback on progress, achievements, challenges, and required corrective actions.
- Lead capacity development of project staff and partners on M&E practices, including tool usage and ensuring data quality.
- Support the technical team with relevant information, results, and analyses to facilitate evidence-based decision-making.

Evaluation and Reports

- Support the design of studies in close collaboration with the national M&E coordinator and manage their implementation.
- Prepare project-related written reports aligned with the logframe, in collaboration with the national M&E coordinator, technical staff, and partners.
- Provide inputs for reports to the donor, the Government of Tanzania, and other stakeholders.

- Facilitate integration of knowledge management into the M&E system by documenting best practices, lessons learned, innovative approaches, and challenges.

Other Tasks

- Work with the Project Manager in establishing budgets, annual plans, and other administrative reports related to M&E.
- Integrate organizational principles (gender equality, inclusion of marginalized groups, climate change resilience, etc.) into the M&E system.
- Follow organizational rules and procedures such as the Code of Conduct (CoC) and Country Manual.
- Perform other tasks as agreed with the Project Manager.

Education & Qualifications

- A Bachelor's degree in Statistics, Data Science, Monitoring and Evaluation or related field

Requirements

- A minimum of 4 years of experience in implementing M&E systems within the private sector or development projects, including collection, cleaning, analysis and visualization of quantitative and qualitative data

Characteristics

- Familiarity with M&E tool, like logframe, theories of change, and results chains
- Experience with the use of digital data collection tools such as ODK or KoboCollect
- Demonstrated skills in both descriptive/ inferential and qualitative data analysis and report writing
- Experience with a statistical analysis software such as STATA is an added advantage.
- Experience in data visualization using tools such as Power BI is an asset.
- Analytical mindset with attention to detail and to quality of data
- Good communication skills with a high level of written and spoken English and Swahili.
- Ability to interact positively with all stakeholders, both internal and external.
- Empathy, willingness and ability to learn and drive to achieve results.

Reporting To

Project Manager

Driving Licence

Not Required

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