



## **EMPLOYMENT OPPORTUNITY**

Kivulini is a registered non-governmental organisation based in Mwanza, Tanzania focusing in addressing Gender based Violence against women and girls in Mwanza, Shinyanga, Kagera, Mara and Singida regions. In collaboration with a wide network of partners, we work to facilitate an enabling social and legal environment for women and girls and to create opportunities for communities to organise towards preventing violence so that women and girls are able to live life fully. Kivulini is looking for highly qualified, competent, and dedicated personnel to fill the below vacant position.

### **Assistant Program officer –Monitoring and Evaluation**

#### **Reporting to: Monitoring and Evaluation officer**

The overall task of the position is to provide technical support on monitoring and evaluation to the organization by designing and developing Monitoring and evaluation (M&E) systems and procedures for different Kivulini programs. This includes establishing an M&E system for data collecting, analyzing, and reporting on key output, outcomes and impact indicators for the Kivulini programs. This will involve working together with the Kivulini Team and other key stakeholders. In addition this position ensures compatibility and coordination of Kivulini M&E and our development partners systems.

#### **Main accountabilities and responsibilities**

- Providing technical oversight for the design, development, planning, implementation & capacity-building at the organizational level on M&E issues.
- Developing a Kivulini program/projects Performance Monitoring Plan (KPMP) & ensuring its utilization in developing M&E systems for the organization
- Managing data collection, verification, analysis and report writing.
- Providing M&E technical oversight to Kivulini programs and partners and collaborating institutions, as appropriate.
- Contributing to & supporting submission of quality program/project reports according to donor-specified deadlines.
- Developing strategies and tools for the design and implementation of specific M&E components for Kivulini programs.
- Conducting analysis of program implementation to identify areas of weakness or opportunity Vis a Vis the appropriate M&E strategy and guidelines.
- Developing and monitoring M&E and work plans and budget and ensuring that they are implemented
- Analyzing data sets and technical assessment findings for different Kivulini programs



Women's Rights Organization

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- Conducting presentations at professional meetings and conferences including supporting other staff to do the same
- Ensuring project implementation adheres to the appropriate M&E strategy and remains technically sound.
- Provide leadership and team building at Kivulini level especially for the monitoring and evaluation program team.
- Writing up M&E debrief that can be shared with partners and donors at local and international levels
- Participating in resource development and other writing on assigned area activities.
- Perform any other duty as assigned by the supervisor or Kivulini management.

### **Qualification and other requirement specific to the role**

- This person must hold at least a first degree in statistics.
- Must have knowledge of Monitoring and evaluation.
- Ability to understand, interpret, apply and make sound, interdependent judgment within established regulations and procedures
- Good communication skills in both spoken and written English and Swahili
- Good team player and interest in supporting women and girls
- Prior experience working with NGO's with a focus on women's rights and or human rights.
- Knowledge on research and statistical packages be an added advantage

Should you have the above qualification please send your CV and other relevant testimonies to the below address **or email the same to [admin@kivulinitz.org](mailto:admin@kivulinitz.org)** not later than 10<sup>th</sup> July **2015 at 4:00PM**

**EXECUTIVE DIRECTOR**

**KIVULINI WOMEN'S RIGHTS ORGANIZATION**

**BOX 11348 MWANZA**