



## JOB ANNOUNCEMENT

### BACKGROUND:

Amref Health Africa – Tanzania is an independent, non-profit, non-governmental organization (NGO) whose mission is “to improve the health of people by partnering with and empowering communities and strengthening health systems”. Amref Health Africa-Tanzania is largely supported by Multilateral, Bilateral, and National donors, implementing several programmes including HIV/AIDS/TB/Malaria, Reproductive, Maternal, Newborn, and Child Health, Water and sanitation, and clinical outreach.

Amref Health Africa Tanzania’s projects respond to national health priorities and sustainable development goals (SDGs) in addressing the needs of needy communities mostly women and children. We work to increase the effectiveness, efficiency, and sustainability of health services by strengthening health systems, improving access to services, advocating stronger community health systems, and influencing health policies. With the above background, Amref Health Africa Tanzania has the following vacancy:

|                          |                                      |
|--------------------------|--------------------------------------|
| <b>Position:</b>         | <b>M&amp;E Internship/ Volunteer</b> |
| <b>Directorate/Unit:</b> | <b>Afya Himilivu Project</b>         |
| <b>Reports to:</b>       | <b>Project Manager</b>               |
| <b>Location:</b>         | <b>Pangani - Tanga</b>               |

### JOB PURPOSE

The Monitoring and Evaluation Intern will support monitoring and evaluating the Afya Himilivu Project. The incumbent will be responsible for supporting the overall M&E and learning needs of the Afya Himilivu project and will spend much of the basic needs of the M and E and come up with findings based on real data to show the performance of the project. The incumbent will play a role in promoting of key learnings for the improvement of the project and wider learning of the organization.

### MAIN DUTIES AND RESPONSIBILITIES

- Assist in developing and/or finalizing the project M&E Plan and keep it updated in accordance with project activities and timeframes as relevant.
- Review the quality of existing data in the project subject areas, the methods of collecting it, and the degree to which it will provide good statistics for impact evaluation.
- To supervise regular data collection through implementing partners and ensure the quality of the data by random verifications and validations
- To record, manage, and preserve monitoring and evaluation data in a safe and accessible way
- To ensure project performance is archived and synced in the Amref information management system properly.
- To analyze and discuss findings based on regular monitoring data
- Provide technical support on M&E and evidence-based recommendations to the relevant Project Manager and Partners.
- Provide technical support to the project to improve the performance by generating evidence including best practices and lessons learned
- To provide and participate in research generation and dissemination
- Ensure that the implementation of field activities is well aligned with the project

- monitoring and evaluation plan in place.
- Support project staff and finance team in developing biannual and annual organizational reports.
- Perform any other relevant duties as assigned by the Project Manager.

## **SPECIFIC RESPONSIBILITIES**

### **Monitoring**

- Work closely with M&E and project teams on the monitoring plan (PMP) of the project
- Update project performances in Amref information management system (AIMS) and follow the program team are compliance with AIMS.
- Coordinate with project teams to collect data against agreed indicators
- Ensure and support the quality of data collected by partners, receive database, and populated in the system.
- Under the guidance of the project manager, provide feedback to partners and program teams on projects' performance based on monitoring data findings

### **Evaluation**

- With technical support from the Amref MEAL team and assist the project team in designing, coordinating, and conducting project evaluation (baseline, mid-term, and end-line)
- With technical support from the Amref MEAL team and assist the Team in designing and conducting an implementation Monitoring Survey (PIMS)
- Assist MER Team in research documentation and archives

### **Reporting and Documentation**

- Contribute to developing quarterly, biannual, and annual reports
- Develop and share quality field visit reports with relevant Amref Health Africa staff
- Provide project inputs on key reports for upload to the main source - AIMS
- Ability to document best practices and lesson learned

### **HOW TO APPLY: -**

If you meet the criteria given above and are interested in the vacancies, please visit Amref's website <https://amref.org/vacancies> / Amref will conduct interviews at Dar es Salaam Offices to select qualified candidates. To be considered, your application must be received by 16.30 Hours on November 2, 2024.

1. Amref Health Africa is an equal opportunity employer and has a non-smoking environment policy
2. "Amref Health Africa is committed to the principles of safeguarding in the workplace and will not tolerate any form of abuse, wherever it occurs or whoever is responsible"
3. Any Applicant attempting or communicating to the Amref Health Africa Management or Staff through phone calls, SMS, text emails and other means will automatically be disqualified from this opportunity. All communications should be channelled to the provided official correspondence email above
4. Amref Health Africa –Tanzania regrets that only short-listed candidates will be contacted.

2. **Planning**
  - With technical support from the Amref MEAL team, ensure data quality in project implementation plans
  - Prepare relevant project documents for upload on AIMS
3. **Learning and Sharing**
  - Share learning from the M&E process with the wider team
  - With guidance from the project manager and technical assistance from the Amref MEAL team
    - support partners in improving learning and sharing mechanisms in the project
    - Promote a culture of two-way learning in the project
    - Disseminate best practices in the wider environment
4. **Contribution to the Effectiveness of the Project**
  - Work collaboratively with other projects to strengthen integration and cross-learning in programs
  - Proactively volunteer for various team activities
  - Show an eagerness to take on any other tasks assigned by the line manager

#### **MINIMUM REQUIRED QUALIFICATIONS, EXPERIENCE, AND SKILLS**

First-level university degree in statistics, demographics, public policy, international development, business administration, economics, or related field. Advanced certificate in M&E, statistics, or economics preferred.