



## TERMS OF REFERENCE FOR THE SELECTION OF MONITORING AND EVALUATION OFFICER

**Title:** Monitoring, Evaluation and Learning Officer (MEL Officer)

**Appointing Authority:** Executive Director

**Reporting Relationship:** Reports to the Monitoring, Evaluation & Learning Manager (MEL Manager)

**Staff under his/her Supervision:** MEL Assistant Officers and TASAF Monitoring Officers

### 1. BASIC FUNCTIONS:

To assist the MEL Manager to implement Monitoring, Evaluation and Learning activities.

### 2. PRINCIPAL DUTIES AND RESPONSIBILITIES:

She/He shall:

- a) Participate in tracking set control measures of the operations to ensure timely project implementation;
- b) Participate in supervision of all evaluation studies;
- c) Identify technical support requirements for monitoring of implemented interventions at Regional and PAAs levels;
- d) Compare the quantity, quality of change and levels of implementation at PAAs over time;
- e) Participate in documenting good practices for effective implementation of the Project;
- f) Assess and compile capacity building requirements and ensure availability of required training materials and support for effective implementation of monitoring by regions and PAAs.
- g) In quarterly basis, perform activities implementation tracking and report on the indicators performance using indicator performance tracking table (IPTT) and PSSN MIS.
- h) Participate in compilation of Annual Plans and Budgets for the organization:
- i) Participate in the preparation of annual MEL implementation plan and budgets.
- j) Participate in the preparation of the Project Implementation Completion Report (ICR);
- k) Participate in tracking management decision and directives to ensure continual learning and improvement;
- l) Prepare progress reports on monitoring, evaluation and learning activities including summerizing reports with visuals for Management and other stakeholder consumption;
- m) Conduct performance appraisal for MEL Assistant Officers and TASAF Monitoring Officers
- n) Perform any other official duties as assigned by the MEL Manager;

### **3. QUALIFICATIONS:**

- a) A first Degree or equivalent qualification in Economics, Statistics, Sociology or Monitoring and Evaluation from a recognized university;
- b) At least five (5) years' experience in relevant field in Public and / or Private Sectors.
- c) Advanced Skills in Statistical Package for Social Sciences (SPSS), Stata or Power BI;
- d) Post graduate training in Development Evaluation is an added advantages
- e) Must be advanced computer literate;
- f) Good communication and interpersonal skills.
- g) Ability to supervise, train and coach staff in relevant skills.
- h) Self-motivated with integrity and high level of confidentiality

### **4. KEY PERFORMANCE MEASURES:**

- a) Number of Project progress reports prepared in time;
- b) Annual plans and budgets prepared timely;
- c) Actions taken on monitoring and evaluation issues identified and reported;
- d) Number of consolidated reports prepared as inputs to quarterly and annual reports in time;
- e) Number of compiled best practices for documentation

### **5. DURATION OF CONTRACT:**

The contract term is four (4) years, renewable based on performance.

### **6. DUTY STATION:**

The duty station will be at the TASAF Head Office - Dodoma.

### **7. HOW TO APPLY FOR THIS VACANCY**

Applicants are required to submit their applications, including certified copies of Academic certificates, Birth certificate, Cover letter, and a Curriculum Vitae (CV) to either of the address below

#### **1. Hard copy applications should be sent to**

The Executive Director,  
Tanzania Social Action Fund (TASAF),  
PSSSF Kambarage Tower,  
1 Kambarage Street,  
41104 Tambukareli, Dodoma  
P.O. Box 2719, DODOMA.

**OR**

#### **2. Electronic applications (PDF format):**

Can be sent to the following email address: [hr@tasaf.go.tz](mailto:hr@tasaf.go.tz)

**Applications submitted through methods other than those specified above will not be considered**

**The deadline for submitting applications is 7<sup>th</sup> May 2026**