

CHAMA CHA UZAZI NA MALEZI BORA TANZANIA – UMATI



Position : Health Systems Information, Research, Monitoring and Evaluation Officer

Position type: Full Time

Location: Dar es Salaam

Reporting to Programs Manager

Chama cha Uzazina Malezi Bora Tanzania (UMATI) is an autonomous, not for profit, non-political national NGO providing Sexual and Reproductive Health (SRH) information, education and services in Tanzania. UMATI was established in 1959 and is a full Member Association (MA) of the International Planned Parenthood Federation (IPPF); recently re-**accredited by IPPF** in 2015. The MA is governed by a well-established policy volunteer structure from the national to grass roots level. The volunteers devote their time and expertise to promote and maintain the MA and its functions.

The Vision and Mission of UMATI:

Vision:

A Tanzania where people are free to choose and exercise their SRHR without discrimination.

Mission:

To champion SRHR and provide information and services targeting the young and the underserved.

By working closely with the Programs unit team, the Health Systems Information, Research, Monitoring and Evaluation Officer will have primary responsibility for implementing the M and E system and program outcome reporting. S/he will be responsible for scheduling and supporting learning, research, surveys and evaluation events, and support work with program staff to improve the quality of field programs as well as the timely submission of M&E progress reports.

The incumbent will focus on data monitoring, evaluation, training, learning and reporting. S/he will be expected to work closely with the Programs Manager and undertake routine support of the work of field teams to ensure the set up and implementation of the M&E systems as well

as, completeness of data and reports. The officer will provide technical leadership as well as management leadership to field staff to ensure M&E procedures are followed appropriately.

Duties and Responsibilities

The incumbent is responsible for the following duties and responsibilities

- Design and implement M&E plan for ongoing and upcoming projects
- Assist the field in the identification of monitoring and evaluation needs and supporting the design and implementation of practical tools, methodologies and protocols
- Conduct research studies, participate in projects proposal write up
- Monitor and evaluate overall progress on achievement of results with respect to UMATI strategic plan
- Design and implement the tools for data collection for ongoing and upcoming projects
- Assist the project personnel with M&E tools and in supporting them in their use
- Suggest strategies to the Project Management for improving the efficiency and effectiveness
- Report monthly, quarterly, half-yearly and annual progress on all projects
- Conduct capacity assessment on existing monitoring and evaluation system
- Review existing projects indicators and suggest new indicators and a monitoring strategy for respective projects project;
- Provide inputs, information and statistics for quarterly, annual and other reports
- Participate in semi-annual and annual projects reviews and planning workshops and assist the director Programs Manager in preparing relevant reports;
- Participate in abstract writing, documentation and dissemination of best practices
- Plan, direct, coordinate and design ICT-related activities, as well as provide administrative direction and support for daily operational activities
- Identify, recommend, develop, implement, and support cost-effective technology solutions
- Prepare and maintain various data base
- Conduct periodic data quality assessment and give feedback
- Develop and maintain systems to analyze information on inputs, outputs outcome and impact of the program with efficient feedback loops
- Perform other duties as required;

Minimum Requirements

- A Bachelor degree in Health Information Management; Information, Communication and Technology; Project Management; Monitoring and Evaluation or related.
- A minimum of two(2) years experience of Research, Monitoring and Evaluation, Health Information Systems.
- Experience with utilities and software and hardware setup and install practices.
- Knowledge of electronic health record applications.
- Understanding of statistics, data analysis using various software e.g. SPSS, Stata, SAT, Epi Info for Quantitative data, and Atlas Ti and NVivo for Qualitative data.
- Excellent skills on **Ms-Excel**, Ms Word and Ms PowerPoint

- Excellent verbal and written communication skills
- Leadership skills such as self-motivation, initiative, problem solving, team building, and quality management.
- Work both independently and in team environments.
- Willing and able to travel extensively within and outside Tanzania

How to Apply

Applications should include:

- Letter of application with details of how you meet the essential and desirable criteria and your reasons for applying for the post.
- A daytime mobile telephone number and e-mail contact details.
- Curriculum vitae (CV, not more than 3 pages- **DO NOT** attach any CERTIFICATE) including names and addresses of three referees (two must be from your most recent employers) a cover letter, your salary history AND **expectation**.
- Indicate the post you are applying for, on top of the envelope/email subject

N.B: Applications which **DON'T** include ALL of these elements will **NOT** be considered.

The application should be addressed to

Human Resources Manager

UMATI,

P.O. Box 1372

DAR-ES-SALAAM

Or e-mailed to: applications@umati.or.tz

ONLY shortlisted applicants will be informed by **PHONE CALL**

Closing date for applications:

All applications should be sent to UMATI through above address not later than 21st April 2017, 12:00 Noon