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**JOB ANNOUNCEMENT**

**Monitoring and Evaluation Officer**

The World Wide Fund for Nature (WWF) is an International Non-Governmental Organization that deals with conservation of nature through a number of environmental management programmes. Our mission is to stop the degradation of the Planet’s natural environment and to build a future in which human live in harmony with nature WWF Tanzania Country Office (TCO) is seeking for a competent and motivated **“Monitoring and Evaluation Officer**” for WWF Masasi field office

**Major function**

The M & E Officer is responsible for carrying out Program Monitoring and Evaluation (M&E) functions including but not limited to; Data collection, analysis and dissemination, Preparation of technical reports, and supporting the establishment of monitoring and Knowledge Management System of WMA & Village Land Forest Reserves, in the Ruvuma landscape. This is a field based position and responsible for monitoring, evaluation, and learning functions. The Monitoring and Evaluation officer will support the core team in Masasi office overseeing the M&E and technical aspect of the SECAD and other initiatives/programme within the Ruvuma Landscape Programme.

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**Main duties and responsibilities**

* Develop the Monitoring and Evaluation Plan and System for the SECAD under WWF as aligned with the overall M & E program for the Ruvuma Landscape Programme;
* Establish baselines to benchmark and support the performance of the program;
* Review and strengthen chains of evidence & the quality of data and evidence particularly that which supports reporting at the programme outcome and impact level;
* Guide and supervise Consultants that are sub-contracted to implement special surveys or studies required for evaluating project effects and impacts;
* Participate and undertake collection of data for reporting purposes and contribute to data collection for the wider Ruvuma Landscape Programme;
* Supports and ensures the delivery of good quality semi-annual / annual Technical Programme Reports (TPRs) and other reporting as per donor requirements; and

**Applicant Requirements:** A minimum of Bachelor’s Degree in Natural Sciences, Economics, Environmental Science or Natural Resources Management. A Masters in any of the above field is an added advantage. At least three years of experience in data collection and assisting Monitoring and Evaluation of programmes, Excellent communication and facilitation skills, Ability to organize and conduct training in relevant disciplines, Strong analytical skills including analysis of both quantitative and qualitative data, Excellent organizational and time management skills required to meet deadlines, Ability to work independently and as part of a team, Strong knowledge in Computer programs, Willing to travel extensively within and outside the Region at short notice.

**Additional information**: Detailed Terms of Reference can be obtained via <http://wwf.panda.org/who_we_are/jobs/>. Applications must include a complete CV with full contact details of three referees and should be addressed to the People & Culture Manager, via email to: **hresources@wwftz.org** by **Monday, 19th September 2019** at 4:30 pm. Only the shortlisted candidates will be contacted and the interviews will take place in Dar es Salaam. WWF is an equal opportunity organization.