



LEGAL AND HUMAN RIGHTS CENTRE

Justice Lugakingira House, Kijitonyama, P. O. Box 75254, Dar Es Salaam, TANZANIA

Telephone: 2773048, 2773038, Fax: 2773037, E-mail: lhrc@humanrights.or.tz

Website www.humanrights.or.tz

Job Opportunity: MONITORING, EVALUATION AND LEARNING (MEL) OFFICER

Introduction

The Legal and Human Rights Centre (LHRC) requires the professional skills of an experienced Monitoring Evaluation and Learning Officer to join the Monitoring and Evaluation Function of the organization. LHRC is a self-reflective organisation that values collective and individual learning; an important practice that has been core to its ability to remain on the cutting edge of whatever is done, renew energy as well as have the strengths to withstand processes of rusting and erosion. For more about LHRC kindly visit www.humanrights.or.tz

Qualifications

At least a bachelor's degree in Monitoring and Evaluation, project management, social sciences, environment sciences, development studies, management, law, or any other related studies. Experience working with NGOs for at least 5 years of experience in project/programme cycle management; project/programme monitoring & evaluation, high quality report writing, financial management, organisational development, capacity building, organising & delivering trainings, organizing field events/workshops. The candidate should be fluent in Swahili and English and able to work independently with minimum supervision/guidance.

Main Responsibilities

The MEL Officer will support the Programme Officers, partners and Directors mainly in the following areas:

- Developing & implement LHRC MEL strategy;
- Supporting LHRC partners in developing & implementing MEL strategies;
- Ensuring high quality management of the ongoing LHRC programs;
- Regular monitoring of LHRC programmes to ensure timely delivery of the expected results;
- Ensuring regular & systematic monitoring & proper documentation of LHRC programmes' outcomes and impacts;
- Planning and implementing capacity building measures for LHRC members to ensure high quality and impactful programme management/implementation;
- Supporting the development of learning materials within LHRC programmes;

- Facilitating learning and knowledge exchanges within LHRC platform;
- Ensuring timely reporting by LHRC partners and reviewing them;
- Supporting timely and high quality reporting to LHRC donors,
- Take part in resource mobilization through participation in proposal development with other program staff.
- Design, implement and evaluate projects with an aspect of resource mobilization

Terms of Service: 2 years and seven months contract renewable.

Duty Station: Dar es Salaam, Justice Lugakingira House, Kijitonyama

Reporting to: The Executive Director

Applicants should send their applications (motivation letter & detailed C.V. including 3 references and supporting documents) to

Executive Director

Legal and Human Rights Centre

P.O BOX 75254

Dar Es Salaam, Tanzania

OR

Email: lhrc@humanrights.or.tz

Deadline for applications: 16th May, 2019. However, applications will be reviewed on a rolling basis and a successful candidate may be obtained before the deadline. Therefore, kindly send application as soon as you can.

Further considerations:

- Female candidates are encouraged to apply;
- Only short listed candidates will be contacted for further details & test / interview;
- Interviews are scheduled latest by 20th May 2019;
- A successful candidate is expected to report to the office latest by the first week of **June, 2019**;