



VACANCY ANNOUNCEMENT

Gain Postharvest Loss Prevention (GPLP) Project

HELNETAS Swiss Intercooperation is a Swiss INGO actively contributing to the improvement of the living conditions and status of economically poor and socially disadvantaged people in more than 33 developing countries. Water and Infrastructure, Rural Economy, Environment and Climate, Education and Skills Development, and Governance and Peace are the main areas of focus of HELNETAS.

HELNETAS has been working in Tanzania for more than 15 years. Currently, it runs some projects in central corridor regions and northern part of Tanzania. One of its projects is **Grain Post Harvest Loss prevention (GPLP) project**, funded by the **Swiss Agency for Development and Cooperation (SDC)**. The project aims to improve the gain post-harvest losses for improved food security and incomes of smallholder farmers and disadvantaged groups in the central corridor of Tanzania. HELNETAS through GPLP invites applications from qualified and dynamic Tanzanian citizens for the following position.

Position : **Project Officer – M&E, Action Research & Knowledge Management**
Duty station : **Dodoma** (with at least 30 % of time in the field)
Qualifications : **Mandatory: Minimum Bachelor** degree in community development, rural development, agribusiness, business administration, statistics or other related field.
Option: Post graduate diplomas/degree in any of the mandatory relevant field including, research, M&E / MRM and data processing packages.
Experiences : **Mandatory- Minimum** 4 years of professional experience, of which at least 2 years in M&E role, working experience with INGOs or donor funded MSD project as M&E Officer / Coordinator
Option: Field work experience in administering data collection and processing.

Duties and Responsibilities:

- A Review, develop and further refine project M&E system, including knowledge management and coordinate its implementation to generate project results
- B Facilitate to identify topics and conduct action research, capitalisation of project experiences and management of knowledge generated
- C Build the capacity of project and partner staffs on M&E, action research and knowledge management activities

Competencies

- Proven ability to design M&E system/plans, including designing data collection tools
- Proven ability and experience of using data processing and analysis packages for producing meaningful analytical reports.
- Experience of developing and delivering analytical reports and presentations.
- Experience in preparing quality narrative reports.
- Excellent written and presentation skills in English and Swahili
- Ability of interaction and manage M&E, action research and knowledge management actors.

Duration : September 2016 for 12 months with possibility of extension based on the performance
Benefits : Attractive package as per the rules and regulations of HELNETAS Tanzania

Application Procedures:
 Interested candidates are requested to submit a letter of interest, an updated CV and the name of three references (immediate or previous supervisors only) from their previous employers to the e-mail address only: **Email** : tanzania@helvetas.org

Document should be in one pdf file not exceeding 5MB saved with the position title. No certificates or images should be attached; otherwise the application will be disqualified. Telephone and any other form of enquiry will not be entertained. Only short-listed candidates will be contacted for written tests, presentation and interviews. For full job description and other relevant documents, please visit our website https://www.tanzania.helvetas.org/en/about/jobs_tanzania/

Women candidates are highly encouraged to apply. **Deadline for submission of applications is Friday, 12th August 2016**