
Job description

Job title: Project Officer - M&E, Action Research & Knowledge Management

The Project Officer – M&E, Action Research and Knowledge Management will lead, support and facilitate the refinement of the project M&E system and coordinate its implementation generating project results. S/he will facilitate the identification of topics and conduct action research, capitalisation of project experiences and knowledge management. The Project Officer will also support the capacity building of project and partner staffs on areas of M&E, action research and knowledge management.

A) Definition of tasks

Employment rate: 100%

1) Organisational integration

Organisational unit	Grain Postharvest Loss Prevention Project (GPLP), Tanzania
Staff category	Knowledge and Learning
Location	Dodoma

2) Reporting

Reporting to	Project Manager GPLP
Direct superior of	Non
Acts as deputy for	
Will be deputized by	PO – Awareness building and training.

3) Overall targets

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

4) Main tasks

A	Review, develop and further refine project M&E system, including knowledge management and coordinate its implementation to generate project results <ul style="list-style-type: none">• Lead the process of assessing the project M&E, action research & knowledge management needs across all intervention clusters.• Develop M&E plan clearly identifying the type of action research & knowledge management and its dissemination plan (including publication as appropriate).• Coordinate implementation of M&E activities (data collection/flow, compilation, analysis and storage) and lead implementation of action research & knowledge management activities.• Assess its effectiveness of M&E system and action research & knowledge management strategy by regular monitoring, evaluation and feedback from the users.• Contribute to project planning processes to ensure integration of action research & knowledge management strategy in the project plan.• Produce M&E report capturing key milestones/indicators of the project.• Facilitate and coordinate the team towards fostering an environment of continuous learning and growth through regular documentation of Lessons Learned, Success
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Stories and Case Studies.	
B	<p>Facilitate to identify topics and conduct action research, capitalisation of project experiences and management of knowledge generated</p> <ul style="list-style-type: none"> • Lead knowledge and experience capitalization process and contribute to information dissemination in collaboration with communication specialist. • Contribute to provision of evidence to support awareness creation, campaign, policy dialogue and advocacy initiatives at national and regional level • Provide inputs to knowledge platforms of HELVETAS Swiss Interco operation (Pamoja) or others. • Facilitate review of the GPLP action research & knowledge management strategy on regular basis and update with participation of GPLP team • Contribute into knowledge exchange across the thematic area and other relevant projects in Tanzania.
C	<p>Build the capacity of project and partner staffs on M&E, action research and knowledge management activities</p> <ul style="list-style-type: none"> • Provide technical support to GPLP staffs (and partners) in order to ensure effective delivery of the M&E, action research and knowledge strategies. • Train and ensure staffs are using efficiently data collection/compilation and analysis packages and digital filling system as appropriate and necessary. • Propose needs for, and hence coordinate engagement (with support from project management) of technical assistance and consultancy for carrying out special tasks under M&E, action research and knowledge management.

B) Competency profile

1. Basic education

Mandatory	<ul style="list-style-type: none"> • Minimum Bachelor degree in community development, rural development, agribusiness, business administration, statistics or other related field.
Optional	<ul style="list-style-type: none"> • Post graduate diplomas/degree in any of the mandatory relevant field including, research, M&E/MRM and data processing packages.

2. Further training or specific skills

Mandatory	<ul style="list-style-type: none"> • 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 PowerPoint analytical presentations. • Experience in preparing quality narrative reports. • Excellent written and presentation skills in English and Swahili • Ability of interaction and manage M&E/MRM, action research and knowledge management actors.
Optional	<ul style="list-style-type: none"> • Knowledge of Market System Development

3. Professional experience

Mandatory	<ul style="list-style-type: none"> • Minimum 4 years of professional experience, of which at least 2 years in M&E role.
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<ul style="list-style-type: none"> Working experience with INGOs or donor funded project as M&E officer/coordinator,
<p>Optional</p> <ul style="list-style-type: none"> Field work experience in administering data collection and processing. Experience with agricultural projects and MSP approach

4. Methodological and/or leadership competencies

<p>Mandatory</p> <ul style="list-style-type: none"> Assertive leadership style, ability to motivate and coach colleagues Good organizational skills, Proven competencies for relationship management

5. Social and personal competencies

<ul style="list-style-type: none"> Ability to maintain and strengthen relations with press, government, partners, and stakeholders representing the HIS interest. Shares HELVETAS Swiss Intercooperation value system Team player Motivated, active and enthusiastic, Ability work under pressure yet deliver on time with accuracy Promotes gender and social equity Willingness and ability to travel into fields
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6. Languages

<p>Mandatory</p> <ul style="list-style-type: none"> Excellent command over written and spoken English and Swahili
<p>Optional</p> <ul style="list-style-type: none"> Nil

7. IT skills

<p>Mandatory</p> <ul style="list-style-type: none"> Proficiency in Microsoft Office Products (Word, Excel, Data Processing packages, PowerPoint; Outlook) Experience in designing data processing and storage system.
<p>Optional</p> <ul style="list-style-type: none"> Experience with data research tools (data collection tools, online collaboration tools)

Signatures:

<p>Position holder: ...</p> <p>Date</p>	<p>Signature:</p>
<p>Direct Superior: ...</p> <p>Date</p>	<p>Signature:</p>