

## **Job Advertisement**

Good Neighbors is an international humanitarian development NGO founded in Korea in 1991. It was granted General Consultative Status from the United Nations Economic and Social Council (UN ECOSOC). The aim is to make the world a place without hunger, where people live together in harmony. In Tanzania it was officially established on 2005 and our efforts work towards creating environment where children's rights are protected and sustainable development of communities through empowerment, leadership and ownership.

Good Neighbors Tanzania is seeking qualified and motivated individuals to join our team in the following role:

**Position:** Senior Monitoring & Evaluation Officer

**Reports to:** Country Director

**Location:** Head Office, Dar es Salaam

**Contract Duration:** Apr-Dec, 2026, renewable by annual basis subject to performance or/and funding availability.

Under the overall authority of the Country Director (CD) of Good Neighbors Tanzania (GNTZ), guidance, the position of Senior Monitoring & Evaluation Officer will be responsible for supporting M&E activities in accordance with organization policy. She/he has to ensure project quality, assist projects in conducting assessments such as baseline endline and report writing.

### **1. Duties and Responsibilities**

- Monitor all projects according to Good Neighbors guideline and reporting in a monthly and annual basis.
- Develop DME system including data management and processing module for proper analysis.
- Communicate with Regional Office for all DME issues.
- Assess key changes occurred during and after project implementation for measuring impact throughout implementation.
- Ensure results and information are regularly shared across teams and feed meaningfully into program design and implementation plans.
- Writing monitoring and evaluation reports, preparing presentations and presenting findings to internal and external stakeholders whenever needed.
- Assist the Organization to build capacity to each staff related to DME.
- Provide technical support to operation/project teams on setting indicators, baseline data collection, data analysis and setting monitoring tools.
- Cooperate with operation/project teams in monitoring and evaluating activities implemented in all office and Community Development Projects (CDPs) including reporting and recommending improvements on ongoing implementation of projects in offices and CDPs.
- Conducting other M&E and administrative tasks as required.
- Conduct annual review and fill in IMS.

- Develop tools to collect the AMCOS aggregation and sales records, conduct data analysis and write Quarterly AMCOS monitoring reports for special projects (KiTiKi project).
- Collect, review, and consolidate monitoring and evaluation (M&E) data from all ongoing projects, and accurately complete the organization's M&E tools to ensure standardized reporting.
- Provide technical support to staff in the development of project log frame and consolidate all submitted log frames into one integrated organizational log frame.
- Conduct any related duties as may be required.

## **2. Qualification, experiences and competencies**

- Bachelor degree in Monitoring and Evaluation or any other related field.
- Minimum of five (5) years' experience in Monitoring and Evaluation or related field.
- Strong knowledge of monitoring and evaluation legislations, policies, and best practices.
- Experience in leadership, operation and management skills
- Proficiency in research and evaluation tools, principles and methods.
- Experience with digital M&E platforms such as Kobo Toolbox or other related data collection and analysis systems/tools.
- Demonstrated analytical and evaluation skills.
- Experience in working with NGOs.
- Excellent verbal and written communication skills in both English and Swahili.
- Strong problem-solving abilities, creativity in decision making.

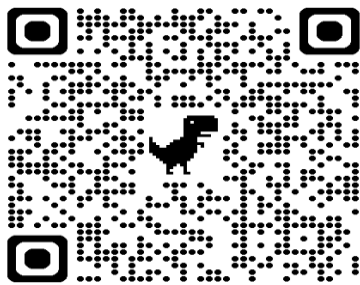
## **3. Other Competencies/Attributes:**

- Demonstrated honesty, integrity, transparency, and professionalism.
- Strong time management, multitasking, and adaptability to change.
- Strong leadership, operation and management skill
- Skilled in report writing and documentation.
- Ability to work independently while adhering to instructions.
- Capacity to build and maintain effective relationships with staff and stakeholders at all levels.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to analyse data using various data analysis tools, including Microsoft Excel, SPSS, and Power BI for data visualization.
- Familiar with online data collection platforms such as Kobo Toolbox (KOBO), Open Data Kit (ODK), and CommCare.
- Ability to mentor and guide new or less experienced staff.
- Flexibility to perform other duties as required.

## **4. Application Instructions:**

- All interested candidates, who meet the above requirements, please [Click here](#) to apply for the position on or before 26th March, 2026.

- When applying please attach detailed curriculum vitae containing complete names and addresses (postal, email, phone), together with names and contact details of three referees.
- All applications should be addressed to Country Director, Good Neighbors Tanzania, P.O. Box 33104, Dar es Salaam.
- Only shortlisted applicants will be contacted through their active mobile numbers and email addresses.
- Good Neighbors Tanzania will not be responsible for transport or/and accommodation during the interview; there will be no refund for the expenses incurred.
- Good Neighbors Tanzania has a zero tolerance to any harm or sexual exploitation and abuse against any beneficiaries (or program participants). Safeguarding and Protection from Sexual Exploitation and Abuse (PSEA) is everyone's shared responsibility and all GN employees and partners are required to adhere to GN's Code of Conduct both during and outside working hours. Familiarization with and adherence to the GN Safeguarding Policy and Code of Conduct is an essential requirement of all employees and partners, in addition to related mandatory training. All applicants interested to work with GNTZ must ensure that they understand and act in accordance with this clause. Please [Click here](#) to access and review GN Safeguarding Policy.
- Applicants may scan below QR CODE to apply for this position



GOOD  
NEIGHBORS  
TANZANIA