



GREENING EARTH FOUNDATION
REGISTRATION NO: I-NGO/R/1994

P.O. BOX 237, PLOT No. 189, BLOCK "F" MWAYUNGE, IGUNGA TABORA, TANZANIA,
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Job Vacancy on the Monitoring and Communications Lead position of the Mgongo project

The Monitoring and Communication Lead will work on a full-time basis under the direction of the Project Director towards effective implementation of Greening Earth Strategic Plan. The holder of the position will play a major role in providing technical support to the Project Director, Greening Earth Board, especially in tracking, analyzing data, communicating them through the organizations social medias developed and other approved means of communications. S/he will be expected to assist Project Director in ensuring sound project planning, monitoring, communicating the progress and monthly, quarterly and annually technical reporting.

Duties and Responsibilities:

The Job holder will provide technical support to all the functions of Greening Earth project so as to ensure that the implementation of the Organizational Strategic Plan (logical framework) meets the highest standards, and in particular;

- a) **Monitoring** – Take lead in the design and implementation of a monitoring framework to track delivery against GE Project goals and objectives.
- b) **Evaluation** – Take lead in the analysis of data collected under the monitoring framework for assessment of progress and areas for improvement. In addition, facilitate periodic evaluations of GE Project to determine impact levels.
- c) **Reporting** - Provide regularly updated reports to the senior management team (SMT) on the status of implementation against GE Project goals and objectives. The Job holder will also work with the coordinators in preparing performance reports for the Board of Directors. Additionally, the incumbent will work with Project Director to ensure timely and quality Quarterly, semi-annual and annual technical reporting as per Greening Earth standards and donor requirements.
- d) **Knowledge management** - Facilitate ongoing and collaborative learning within GE based on key data from the performance management system for continuous improvement of project delivery.
- e) Collection and analysis of all relevant data on the results and impact of the project
- f) Publish/communicate on a regular basis the progress of the different projects.
- g) Manage the content of the website and other aspects of the visibility of the project.
- h) Organize the communication with other organizations and Institutions.
- i) Donor liaison and proposal writing skills

Specific Duties and Responsibilities

- Leads the development of a comprehensive Monitoring and Evaluation Logical Plan and System for Greening Earth;
- Ensures that all projects adheres to the Programmed Projects Management Standards;
- Establishes effective knowledge management mechanisms including documentation of baselines, outcomes/impacts;
- Monthly, Quarterly, semi-annually and annual report quality report writing and timely submitted.

- Proven hand on field activities and must spend at least 70% of the time in field providing backup to coordinators.
- Take charge of collecting and synthesizing information, updating the monitoring matrix and other monitoring tools in place for the project;
- Assist the SMT in tracking and consolidating of project technical progress reports
- Working closely with coordinators and provide backstopping and guidance in the performance of the Projects Strategic Plan;
- Assist Project Director in providing support and backup to project evaluations;
- Prepares relevant technical briefing papers and status updates to GE Senior Management Team (SMT);
- Synthesizing strategic reports aligned to the Strategic Plan for presentation to the GE Board;
- Take lead in MEL capacity building activities for GE Project staffs;
- In liaison with the Project director, compile news and produce communication materials to promote the Organization's brand specifically on managing the Website;
- Perform other relevant duties as requested by the Project Director.

Required Skills and Competencies

- Academic degree in Agronomy, Agriculture general, forestry, animal science, Environmental Sciences, Rural development or other related fields of study.
- Must have at least five (5) years of experience on working with rural donor funded projects
- Must poses a class A driving license
- Quality report writing skills and good domination of English language
- Must have proven proposal writing skills and will be required to submit at least one proposal per quarter.
- Experience in data management
- Experience with practical development and implementation of natural resource management and related result-based management oriented monitoring system;
- Knowledge of project cycle management (situation/context analysis, conceptual models, theories of change, monitoring and evaluation and exit);
- Excellent interpersonal and communication skills with the ability to network and to develop and maintain strong relationships with field staffs;
- Possession of strong organizational, reporting and analytical skills;
- Setting high goals for personal and group accomplishment;
- using measurement methods to monitor progress towards goal attainment;
- tenaciously working to meet or exceed those goals;
- Knowledge in use of data management and analysis software e.g. SPSS, EpiInfo, STATA or related software;
- Adaptable, flexible, able to take initiative and prioritize among competing demands;
- Experience and skills in training and transfer of knowledge;
- Willingness to participate in field activities/surveys and travel to remote areas;
- Adherence to GE values: - **We care for the ecosystem, We are curious and open-minded learners, We collaborate and We have resilience**

This Job description covers the main tasks. In addition to the duties and responsibilities listed, the post holder is required to perform any other duties which may be assigned by the Project Director from time to time according to the Organizational needs.

Other desirable qualities:

- Experience in environmental programs
- Writing skills (technical reports in English)
- Communication skills, experience in Public Relations.
- Experience in managing websites.

Interested candidates can share their RESUME/CVs with cover letter explaining why and how fits to the post to greeningearth1@gmail.com CC to anthonykalambo@gmail.com.

The dateline for the announcement is 19th January, 2024.

NB: Only shortlisted candidates will be contacted for interview