

GENERAL:

Job Title: Senior Officer – Monitoring & Evaluation

Department: Commercial

Job Grade: B

Reports to: Program Manager

JOB PURPOSE:

The Senior Officer-Monitoring & Evaluation will support the design, coordination and implementation of Monitoring, Evaluation, Research and Learning systems for Food and Agriculture Pillar including the SUSTAIN Project in Tanzania. The role will ensure high-quality data collection, analysis, reporting and utilization to support evidence-based decision-making, accountability to stakeholders and continuous program improvement.

The officer will provide support to country M&E teams, contribute to harmonization of MERL frameworks across the two countries and help ensure compliance with donor requirements and organizational standards.

MAIN DUTIES AND RESPONSIBILITIES:

- Support the operationalization of the M & E plans, including logframe tracking, performance measurement plans and learning agenda implementation.
- Assist in the development, review, and deployment of data collection tools, protocols, and guidelines aligned with project objectives and donor requirements.
- Coordinate and support routine data collection and consolidation activities across project locations.
- Conduct data verification, cleaning, validation, storage and analysis to maintain high data integrity.
- Undertake Data Quality Assessments (DQAs).
- Support management of digital data systems (DMIS) and platforms (e.g., ODK, KoboToolbox) and maintain organized project databases.
- Support tracking of progress against project indicators, targets, milestones, and work plans.
- Compile, analyze, and synthesize data from country teams for periodic internal and external reporting.
- Support preparation of high-quality monthly, quarterly, annual and donor reports, including dashboards, briefs, factsheets and presentations.
- Support coordination of baseline, midline, endline, and thematic studies, including tool development and field implementation.
- Document lessons learned, best practices, case studies, and success stories.
- Participate in project planning processes, technical reviews, and field monitoring missions as required.
- Ensure compliance with data protection, confidentiality, safeguarding and ethical research standards.
- Undertake any other MERL-related duties assigned by the supervisor to support effective project delivery.

CORE ACCOUNTABILITIES AND DELIVERABLES

- Clean, validated datasets and well-documented analysis outputs.
- Data collection tools and analysis plans aligned to MERL Plans.
- High-quality analytical sections of program, evaluation and donor reports.
- Visual data products (charts, tables, dashboards) for internal and external use.
- Clear documentation of methodologies and analytical assumptions.

Frequency: Regular (weekly/monthly/quarterly/annually)

QUALIFICATION, SKILLS AND KNOWLEDGE:

Qualifications & Experience

- A Bachelor’s degree in Monitoring & Evaluation, Statistics, Economics, Development Studies, Agriculture, Social Sciences, or a related field.

- Minimum 4 years of progressive experience in MERL within development programs, preferably in agriculture, livelihoods or rural development.
- Demonstrated experience managing multi-country MERL systems is highly desirable.
- Proven experience with donor-funded projects and reporting requirements.

Key Technical Skills & Leadership Competencies

- Strong quantitative and qualitative research skills.
- Proficiency in statistical and data analysis software (e.g., Advanced Excel, SPSS, Stata, R, or Python).
- Experience with digital data collection platforms.
- Strong data visualization skills (e.g., Power BI, Tableau, Excel dashboards).
- Knowledge of results-based management and logical framework approaches.
- Proficiency in MS Office and data management or MIS platforms.
- Excellent written and verbal communication skills.
- Ability to manage multiple priorities.

If you believe you can clearly demonstrate your abilities to meet the criteria given above, please submit your job application cover letter along with a detailed resume, copies of the relevant certificates and testimonials in a single PDF file format, quoting the respective Job title or Ref no. in the subject field to TZRecruitment@equitybank.co.tz by **Saturday 19th April 2026**.

Only short-listed candidates will be contacted.

Equity Bank is an equal opportunity employer. We value the diversity of individuals, ideas, perspectives, insights and values, and what they bring to the workplace.

By submitting your application, you consent to Equity Bank Tanzania Limited collecting and processing your personal data strictly for recruitment, selection, and, where applicable, employment purposes. Equity Bank Tanzania Limited will process your personal data in accordance with the Data Protection and Privacy Act, Cap 97, and its Data Privacy Policy. Your personal information will be treated with the highest level of confidentiality and will not be shared with unauthorized third parties, except where disclosure is required by law or regulatory obligation”.