



## HakiElimu Job Description

<b>Job Title</b>	MEAL Manager
<b>Department</b>	Monitoring, Evaluation ,Accountability and Learning (MEAL)
<b>Reports to</b>	Executive Director
<b>Location</b>	Dar es Salaam, Tanzania
<b>Supervises:</b>	MEAL Coordinator, EDRIC Coordinator , Data and Website Officer
<b>Key relationships</b>	ED, Head of Programs, Managers, MEAL & EDRIC Coordinators, Data &Website Officer

### **A: CORE PURPOSE OF THE ROLE:**

To strengthen HakiElimu's ability to create evidence and capturing results. He/she will design and oversee the MEAL system, manages MEAL staff, develop and implement a realistic MEAL framework which will enable HakiElimu to track progress, assess impact, make adjustments and discover unplanned effects of its programs. The MEAL Manager will also participate in programme designing, proposal writing, designing of accountability systems for all HakiElimu field operations and specific programs components.

### **B: MAIN RESPONSIBILITIES**

#### **1) As a member of the Management Team, contribute to :( 20%)**

- Leadership of the Organisation
- Ensure that the required support is provided promptly, at scale and in line with the rules and principles of HakiElimu

#### **2) Design, promote and Implement MEAL Framework (45%)**

- Lead on the designing and the implementation of MEAL strategy as per the organization's standards. Ensuring that key indicators for each activity are established.
- Develop and implement monitoring and reporting standards, systems and tools to track effective delivery of results and documentation of the same.
- Uphold effective use of MEAL frameworks and journals in data collection, recoding, reporting and information dissemination
- Designs and implements systems for sampling and verifying data quality across programmes.
- Support the ED in relation to independent reviews, evaluation and audits.
- Ensure that MEAL is an integral part of the programme design and features in all proposal development.
- Review and ensure all activity plan are designed and aligned to the MEAL framework.
- Lead on the preparation of organisation bi annual and annual reports.

#### **3) Providing technical support to Staff and Management (15%)**

- Build strong relationships with colleagues and provide support as required to ensure MEAL system is understood and supported
- Manage the MEAL team to ensure that the MEAL system operates effectively with the support and resources required
- Manage the performance of direct reports in the MEAL unit through performance management, coaching, mentoring, training and development.

- Clarify standards and requirements to staff and facilitate staff learning of monitoring and evaluation requirements together with the quality report writing.
- Support the ED in the preparation of quarterly and annual programme reviews, and in the preparation of reports to Board and donors.
- Review, monitor and keep track of activity memos
- Coordinate annual staff learning field visits and compile reports on the same.

#### **4) Compliance Issues and Reports reviews (5%)**

- Receive regular field monitoring and accountability reports from programme Managers and ensuring that action plans are included and followed up and that MT reviews reports regularly.
- Review standard monthly reports of all departments.
- Undertake regular spot checks, assess actual practice against organizational policies and when requested by the ED to verify compliance with policies and plans
- Conduct monthly budget holders meetings.

#### **5) Promote Learning and Accountability (5% )**

- Lead on technical support, including formation of TOR and selection of consultants, for surveys, evaluations and provide technical review of progress and final reports.
- Organise all programmes evaluation and reviews, with lessons learned to foster programmes implementations
- Ensure external accountability to donors through the implementation of timely and quality MEAL activities leading to timely and accurate reporting
- Ensure that high quality reports demonstrating HakiElimu's impact and assessment findings are produced and shared.

#### **6) General Responsibilities (5%)**

- Successfully implement above responsibilities and assigned activities (and associated budgets) in work plans, consistent with HakiElimu Policies
- Implement and foster adherence to the established HakiElimu policies, regulations, guidelines and procedures.
- Participate actively in organization wide learning and other joint activities.

#### **7) Other Duties as required (5%):**

- Other duties as required, including occasional work on weekends for which in time off in lieu can be taken

### **C: PERSONAL SPECIFICATIONS, BEHAVIOURS AND CONDUCT:**

#### **1) Minimum Qualification and Experience:**

- Bachelor degree in Monitoring and Evaluation, Social Sciences, Development Studies or closely related relevant field. Possession of a Master Degree is an added advantage.
- At least Five (5) years of work experience in Monitoring, Evaluation, Accountability and Learning.
- Experience in designing, programs, M and E systems and tools, programme reviews and evaluations.
- Proven experience in designing Terms of Reference and managing evaluations. Ability to design and review evaluation tools and approaches, including operations research.
- Knowledge of Tanzania education sector, policy, programs and strategies.
- Excellent understanding of the Project Cycle Management.
- Excellent interpersonal, communication and presentation skills.

- Excellent verbal and written skills in Swahili language and good written and spoken English.
- Good organisational skills, evidence of organised and systematic approach to work and information management.
- Commitment to and understanding of HakiElimu aims, values and principles including rights-based approaches.

## 2) Personal Attributes and behaviors

### **Accountability:**

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modeling HakiElimu values
- Holds the broader team and partners accountable to deliver on their responsibilities

### **Ambition:**

- Sets ambitious and challenging goals for themselves and take responsibility for their own personal development
- Future orientated, thinks strategically and on a global scale

### **Collaboration:**

- Approachable, good listener, easy to talk to; builds and maintains effective relationships with colleagues, team player, managers, members and external partners and supporters
- Values diversity and different people's perspectives, able to work cross-culturally.

### **Creativity:**

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

### **Integrity:**

- Honest, encourages openness and transparency
- Commitment to HakiElimu values

## 3) Code of Conduct

- To uphold HakiElimu's financial policies and procedures, staff code of conduct and values at all times during the course of your post with the organization, acting as a role model in the course of your duties.
- You will sign these documents upon joining the organization and will be accountable to meet these standards

## **D: CHANGES AND AMENDMENTS:**

This job description may be amended by HakiElimu after consultation with the employee and the supervisor.

We the undersigned fully understood and agree to the fore going Job Descriptions and agree with the content entirely.

Approved by:

John Kalage

Executive Director

Date 5<sup>th</sup> August 2017