



ZANZIBAR LEGAL SERVICES CENTRE (ZLSC)

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VACANCY

Zanzibar Legal Services Centre (ZLSC) provides free legal services, counselling and advice to the disadvantaged sections of Zanzibar society, especially the poor, marginalised and disadvantaged and particularly women, children, people living with disability and the elderly. It also advocates for the observance, protection and respect of human rights in the country.

The Centre seeks energetic, mature, non-partisan Zanzibar or a Tanzania national living in Zanzibar and particularly in Unguja who is Computer literate to fill the positions:-

a) Monitoring and Evaluation Officer

Qualifications and Experience

- Bachelor's Degree in Evaluation, Social Science, Project Management, Statistics, Business or Economics required in the respective field.
- A minimum of one year working experience in the field of monitoring and evaluation or equivalent, preferably with exposure to donor funded programmes.
- Knowledge of monitoring and evaluation concepts, tools and processes (both quantitative and qualitative), as well as an understanding of Projects Administration.
- Strong analytical skills and demonstrated ability to prepare data collection instruments analyse and summarize data and interpret results for the benefit of programmes improvement.

Main Duties and Responsibilities

- Oversee the field-based aspects of the M&E data collection & recording for Centre's activities.
- Assist with the design and implementation of the M & E methodology for the Centre's various programmes. This includes preparation and implementation of tools, system and processes for timely and accurate collection, analysis and reporting of reliable data that meets donor's requirements.
- Develop and/or manage data storage and retrieval systems.
- Develop and deliver effective training to the Centre's staff in the use of reporting templates and M & E data storage and retrieval systems.

- Develop a robust quality control system to ensure that accurate baseline and results data is collected from field activities that will enable clear impact results for the programme.

Duration of the Contract

Position is one year contract subject to renewal on mutual agreement.

Remunerations

Attractive salary package will be offered to a candidate with the right qualifications, skills, experience and integrity.

Deadline:

All applications for this position should be received before 10/04/2019.

Mode of Application:

Interested persons should apply in writing and submit copies of certificates, curriculum vitae, passport size photograph and list of three reputable referees and ask their referees to send reference directly to the following address:

**The Executive Director,
Zanzibar Legal Services Centre,
P.O. Box 3360 Zanzibar, Tanzania.
Email: info@zlsc.or.tz**