



SHDEPHA+

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Website: <https://shdepha.org/>

INTERNAL VACANCY ANNOUNCEMENT

A. ORGANISATION BACKGROUND

SHDEPHA+ is a National Non-Governmental Organization, registered on 21 November 1994 with registration number SO 8216, and have received a new compliance registration number 00NGO/R1/00384 under the NGO act 2002. The organization aim to mobilize resources to help people living with HIV/AIDS and to fight the spread of the Disease. Although originally focusing on people living with HIV/AIDS, over the years SHDEPHA+ has expanded beyond HIV/AIDS and related issues to other development interventions and now covers both infected and affected by HIV/AIDS with over 10 branches countrywide.

SHDEPHA+ Head office is based in Kahama Municipal-Shinyanga Region with operations office across 9 Regions in Tanzania mainland the organization has been working with both National and International Donors, Local and Central Government and other stakeholders toward the United Nations Sustainable Development Goals.

The Organization works with the Key and vulnerable Groups including Women, Children, Youth, People with special needs; and it gives special attention to the underserved and Marginalized populations such as People Living with HIV(PLHV).

SHDEPHA+ VISION: A democratic Community that is free of Poverty, Hunger, and Diseases and enjoys a good quality of education, standards of living, and social well- being.

SHDEPHA+ MISSION: SHDEPHA+ is committed to reducing income and non-income poverty, hunger, human suffering, diseases, and the impact and spread of HIV/AIDS by empowering marginalized and vulnerable people, most at-risk populations, and communities in general to achieve Community-based and sustainable human development.

GOAL: Using SHDEPHA+ core values and mission to work toward the Millennium Development Goals to improve the lives of marginalized and vulnerable groups, most at-risk populations, and communities in general.



Position: Monitoring and Evaluation Officer

Location: Shinyanga

Date: 26th May 2025

Reports to: Project Manager Project: USAID EpiC Project

Contract Type: 4 months renewable upon funds availability and performance-based .

POSITION OVERVIEW

The Monitoring and Evaluation Officer will be responsible for implementing and managing the monitoring and evaluation (M&E) activities for EpiC project. The officer will work with SHDEPHA+ staff, local community-based partners, and government counterparts to ensure that M&E activities are effectively implemented in line with USAID, PEPFAR, and FHI360/EpiC requirements. This role involves regular monitoring of project sites, managing databases, and preparing comprehensive reports.

KEY RESPONSIBILITIES:

- Providing support and guidance on project M&E activities, data collection, management, and analysis for use in decision-making and course correction.
- Conduct routine monitoring visits to project sites, conduct data quality verifications and data triangulation using official tools.
- Manage project databases (DAMES, DHIS2, DATIM, InfoLink, DHIS2 Tracker, DIS, CTC2 database, CTC3 Macro database, USAID Monthly reporting Portal etc.) to store, manage and analyze project data.
- Compile, consolidate and submit Weekly, bi-weekly, Monthly, Quarterly, Semi-Annual, and Annual Reports to Program Manager and Regional SI Officer.
- Develop systems for data quality assessments, review, control, and verification.
- Propose strategies to increase data use and demand amongst the Project, Partners, and other stakeholders.
- Facilitate periodic data review and analysis including AGYW_PREV, PP_PREV, HTS, LTFU, Vulnerability Assessment and Male Partner Characterization, Pre and Post Test training data



to identify the causes of potential bottlenecks in project implementation and to enhance quality of reporting and communication.

- Orient and distribute data collection and reporting tools to District Coordinators, Data Officers and Mentors.
- Work with technical team to ensure graduation Assessment for AGYW and its data analysis.
- Facilitating development of database to capture economic strengthening data including savings and Loans, business establishment etc.
- Verify saving and loans data from the WORTH360 groups reporting forms cross- referencing the WORTH360 beneficiaries register as well as verifying SBCC registers and project layering tool.
- Share or distribute targets amongst project technical team for monthly tracking or monitoring as per M&E Plan.
- Document lessons learned and best practices in M&E, according to USAID and PEPFAR guidelines.
- Perform any other duties as assigned by supervisor.

QUALIFICATIONS AND EXPERIENCE:

- Bachelor's Degree in Social Science, Computer Science, Statistics, Information Technology, Health Informatics, or a related field, with at least 3 - 5 years of experience, including 2 years in M&E position.
- Knowledge of health and development programs in Tanzania, particularly in M&E systems for HIV service provision.
- Experience working with vulnerable Populations AGYW, Family Planning and OVC programs.
- Strong experience with USAID and PEPFAR-funded programs.
- Proficiency in Microsoft Office and database management systems (SQL Server, Access).
- Excellent problem-solving, team collaboration, and communication skills in both English and Swahili.



HOW TO APPLY:

If you meet the criteria given above and interested in the vacancy, please send an application letter and CV combined in as one document indicating your present/recent employer and position, daytime telephone contact, names and addresses of three referees.

DEADLINE

To be considered, your application must be received by 17.00 HOURS on Saturday 7th June 2025 the subject line of your job application email should mention the job position that you are applying as it appears in this advertisement. Failure to do that your application may not easily be retrieved.

All correspondences and applications should be emailed to:

recruitments@shdepha.org

Disclaimers

1. SHDEPHA+ is an equal opportunity employer and does not discriminate in its selection and employment practices based on Age, Race, Color, Religion, Sex, National origin, Political affiliation, Marital status, Disability, Membership in an employee Organization, or other non-merit factors.
2. SHDEPHA+ is committed to the principles of safeguarding in workplace and will not tolerate any form of abuse, wherever it occurs or whoever is responsible"
3. Any Applicant attempting to communicating to SHDEPHA+ Management or Staff through phone calls, SMS, text emails and other means will automatically be disqualified from this opportunity. All communications should be channeled to the provided official correspondence email above
4. No application fee will be required to apply for this position.
5. SHDEPHA+ regrets that only short-listed candidates will be contacted

For more information about the organization, please visit

<https://shdepha.org/>