

**SAVE THE CHILDREN INTERNATIONAL  
ROLE PROFILE**



<b>TITLE:</b> Digital Education Project Officer	
<b>TEAM/PROGRAMME:</b> Humanitarian Emergency Response	<b>LOCATION:</b> Kigoma Region
<b>GRADE:</b> 4	<b>CONTRACT LENGTH:</b> Specific contract (6 months)
<p><b>CHILD SAFEGUARDING:</b></p> <p>Level 3: ✓ the post holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <i>or</i> intensively (e.g. four days in one month or more or overnight) because they work in country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.</p>	
<p><b>SCOPE OF ROLE:</b> The Digital Education Project Officer will support the implementation of Formal Education and catch-up program activities in Save the Children (SC) supported schools in Nyarugusu and Nduta refugee camps. She/he will work closely with the Digital Education Project Coordinator and Refugee Incentive Workers under the overall umbrella of the Field Programme Manager to ensure that planned education activities are implemented timely and in line with Save the Children best practices to ensure the attainment of set outcomes and objectives.</p> <p><b>Reports to:</b> Digital Education Project Coordinator</p>	
<p><b>KEY AREAS OF ACCOUNTABILITY:</b></p> <p><b>Program Implementation</b></p> <ul style="list-style-type: none"> <li>• With support from the Project Coordinator, develop, implement and monitor quarterly, monthly and weekly education and recreational activity plans to achieve expected results,</li> <li>• Oversee the supervision of supported schools and ensure that classes in supported schools are regularly monitored using appropriate tools including class registers, teacher attendance records books used consistently and accurately on daily.</li> <li>• Effectively maintain computers, tablets and other information technological systems provided by Save the Children. This includes preparing and installing appropriate software applications,</li> <li>• Examining faulty data processing equipment to identify faults and report to IT Team,</li> <li>• Ensure adherence to IT related policies, procedures and best practices regarding computer and tablet use, data storage and handling; and recommend to Project Coordinator on changes or improvements needed.</li> <li>• Liaise with IT to carry out routine checks and care on tablets to prevent them from damage due to improper connections and operations or adverse acts of computer virus</li> <li>• Participate in monitoring and evaluation of project activities, ensuring the participation of children and their communities</li> <li>• Provide orientation/training to teachers on how to use and operate IT equipment's/tablets effectively.</li> <li>• Ensure the tablets are working effectively both online and offline.</li> <li>• Provide support in updating records and inventories of IT equipment.</li> <li>• Organize and chair the weekly meetings with head teachers and deputies and bi-weekly meetings with teachers. She/he will ensure the minutes of meetings are documented and shared with the relevant staff. The incumbent will also ensure school meetings give clear feedback on findings of weekly supervisions in supported schools.</li> </ul>	

- Support in the administering of both formative and summative assessment test/ examinations for learners by supporting teachers during the whole process and analyze the results.

**Staff supervision and mentorship**

- Supervise and mentor Assistant Education Officers, teachers and Ideas box facilitators to meet the project goals
- Fosters collaborative, transparent and accountable relationships through partners and refugee workers ensuring functional Parental Teacher Associations (PTAs) are in place.

**Monitoring and Reporting**

- Ensure that all program data is properly and regularly collected by field staff, check data and ensure that it is logically presented to the Education Coordinator
- Work closely with Refugee Incentive Volunteers, collect and compile project data as appropriate based on the standard formats and submit weekly and monthly reports capturing achievements, case studies and best practices to the Education Coordinator
- Contribute to the preparation of internal and external reports
- Participate in team’s reviews of results and program progress and/or project evaluation when and as requested

**Collaboration and Representation**

- Represent Save the Children in relevant forums at camp level in a professional manner.
- Liaise with other stakeholders, including head teachers, teachers, community leaders and partners and participate actively in coordination meetings.
- Collaboration with other team members across to ensure synergies and consistency in our programming approaches.
- Represent programming with local government, NGOs, communities and within SC as appropriate.

**General:**

- Comply with Save the Children policies and practice with respect to child protection, code of conduct, health and safety, equal opportunities and other relevant policies and procedures.

**BEHAVIOURS (Values in Practice)**

**Accountability:**

- holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values;
- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved;

**Ambition:**

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same;
- widely shares their personal vision for Save the Children, engages and motivates others
- future orientated, thinks strategically and on a global scale;

**Collaboration:**

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters;
- values diversity, sees it as a source of competitive strength;
- approachable, good listener, easy to talk to;

**Creativity:**

- develops and encourages new and innovative solutions;
- willing to take disciplined risks;

**Integrity:**

- honest, encourages openness and transparency; demonstrates highest levels of integrity;

**QUALIFICATION AND EXPERIENCE**

**Essential:**

- University or College qualification and minimum of three years' professional experience with education work.
- Good knowledge and understanding of in emergency/refugee context.
- Knowledge of INEE Minimum Standards in emergency preparedness, response and application of the standards in response.
- Demonstrated commitment to improving the lives of children in the school and community.
- Strong understanding of the contextual situation related to education.
- Strong organizational skills.
- Proven technical knowledge and skills in the field of participatory development, child participation, education.
- Ability to work independently, including working with local communities and work long hours.
- Strong verbal and written English skills French and Kirundi will be an added advantage. Strong interpersonal skills the ability to work collaboratively with others
- Strong reporting skills
- Due diligence in resource management, filing and retrieval
- Sensitive to issues affecting children and committed to Save the Children's Child Protection policy.
- Commitment to Save the Children's values
- Good computer skills (MS Office, including Outlook for email)
- Experience with android platforms / operating tablets
- Ability and experience of training end users that include teachers and learners
- Commitment to and understanding of Save the Children's aims, values and principles including rights-based approaches
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**Desired:**

- Background in Emergency/ Refugee programming is an asset.

**Additional job responsibilities**

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

**Equal Opportunities**

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures;

**Child Safeguarding:**

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

**Safeguarding our Staff:**

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy

**Health and Safety**

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

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<b>TITLE: Humanitarian Monitoring, Evaluation, Accountability &amp; Learning (MEAL) Coordinator</b>	
<b>TEAM/PROGRAMME:</b> Emergency Response/MEAL	<b>LOCATION:</b> Kigoma
<b>GRADE:</b> TBC	<b>CONTRACT LENGTH:</b> 1 year, renewable
<p><b>CHILD SAFEGUARDING:</b></p> <p>Level 3: ✓ the post holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <i>or</i> intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.</p>	
<p><b>ROLE PURPOSE:</b></p> <p>The job holder will be responsible for coordinating Humanitarian Response Programme monitoring, evaluation, accountability &amp; learning efforts in Kigoma in all implementing districts and ensure high quality programming for children, youth, partners, and donors. In close collaboration with the Emergency response Manager and Emergency Field manager as well as thematic Coordinators, the MEAL Coordinator will play leading role in coordinating the implementation of strategies to ensure proper planning, implementation, monitoring &amp; evaluation of the Response projects and the timely dissemination of best practices &amp; lessons learned. The MEAL Coordinator will also be responsible to lead in coordinating MEAL related activities of other for all the projects being implemented by Save the Children Tanzania. She/he is responsible to ensure that the delivery of the programs is in line with SCI's Minimum Operating Standards, donor requirement, SC MEAL essential standard and specific programmatic approaches designed by the Donor and Response Quality Benchmarks.</p>	
<p><b>SCOPE OF ROLE:</b> The position is under the line management of the Area Manager and dotted to the MEAL Specialist, with MEAL Officers directly reporting to this role. This post has direct coordination role of all program teams to get the monitoring, evaluation, accountability and learning tasks of projects and programs performed appropriately to contribute to achieve the organizational goal and objectives.</p> <p><b>Reports to:</b> Area Manager</p> <p><b>Staff directly reporting to this post:</b> MEAL and Accountability Team</p>	
<p><b>KEY DUTIES &amp; RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Lead on monitoring and improving the synergy and integration of sectors to enhance delivery of outstanding results for children and their communities</li> <li>• Design and implement participatory and result based MEAL system that will generate timely information and feedback to project counterparts at all levels, and to management and donors</li> </ul>	

- Develop and maintain a comprehensive MEAL framework aligned with the project's goals and objectives, including the MEAL plan, logic model, results framework, and performance monitoring plans.
- Lead the development of the MEAL plan for all the Awards in the Humanitarian Response.
- Leading and/or coordinating research aspects of the project including taking an active role in framing research questions and development, adaptation and testing of monitoring & evaluation and TORs
- Develop and implement a work plan for rolling out the MEAL system at program and field office level
- Oversee the design, implementation, and maintenance of high-quality data collection, management, and analysis processes. This includes training, supervising, and supporting data enumerators throughout the project cycle.
- Provide technical support to Programme manager/project Officer on implementing M&E plan, Detailed Implementation Plan (DIP) & Logical Framework
- Support project staff to collect good quality monitoring data in a timely manner and collect / organize data received for reporting to the country office and area office
- Closely work with the MEAL and Programme teams in Kigoma region and CO-based MEAL team on the design and roll-out of standardised monitoring tools and methodologies
- Provide technical support for the identification of appropriate indicators and relevant data sources, and the development of data collection systems and tools for the programs
- Coordinate and oversee the development and maintenance of appropriate databases to accurately track data collected from various interventions across program activities
- Building the capacities of field office staffs on the application of the various MEAL tools and providing day-to-day technical assistance to them in the implementation of the tools, including onsite support
- Coordinate baseline, midline, and endline evaluations, analyzing evaluation data and provide actionable recommendations for project improvement.
- Compile and produce quality organizational reports as per the donor and partners requirements; documentation/sharing of success stories, best practices and lessons learned on a regular basis
- Ensure that regular reports are generated from monitoring data and that findings are communicated effectively to appropriate persons and units
- Undertake field visit to monitor and supervise project implementation, identify bottlenecks and success stories

**SAVE THE CHILDREN INTERNATIONAL  
ROLE PROFILE**

- Supporting project teams to implement baseline, mid-term and final evaluations, as well as country-level data analysis and participate in formative & operation research, joint projects monitoring and reviews / lessons learning workshops/events
- Lead on accountability activities, including the development and use of information materials and the establishment of a pilot complaints response mechanism
- Serves as focal person for the implementation of Knowledge Management and Learning (KML) and child safeguarding policies/procedures
- Promote learning throughout the area office, particularly on issues of programme quality. Regularly produce and report on best practices and case studies
- Ensure that children, women and other vulnerable community members are included in all MEAL activities
- Work with communication manager or officer to document and share progress and achievements of the programs in the region
- Perform other duties as and when delegated by the line manager

**BEHAVIOURS (Values in Practice)**

**Accountability:**

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- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved;

**Ambition:**

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same;
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- future orientated, thinks strategically and on a global scale;

**Collaboration:**

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters;
- values diversity, sees it as a source of competitive strength;
- approachable, good listener, easy to talk to;

**Creativity:**

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

**Integrity:**

- honest, encourages openness and transparency; demonstrates highest levels of integrity;

**QUALIFICATIONS AND EXPERIENCE**

- Bachelors' degree in Statistics, Social Sciences, Monitoring & Evaluation, Information Sciences, or related certified competencies in those fields.
- At least 4 years' experience of working in M&E with experience of developing M&E plans, training staff, capacity building, quantitative and qualitative data collection, analysis and reporting and/or

**SAVE THE CHILDREN INTERNATIONAL  
ROLE PROFILE**

<p>other aspects of M&amp;E in both emergency and development contexts, preferably with solid experience in more than one of the Save the Children priority sectors: Education in Emergencies, CPIE, Child rights governance, Health and Nutrition, and emergencies</p> <ul style="list-style-type: none"> <li>• Experience in setting up and managing M&amp;E systems, preferably in NGO setting</li> <li>• Knowledge and/or experience of working on accountability initiatives, such as child participation, information sharing and complaints response mechanisms.</li> <li>• Well-developed research, analytical (qualitative and quantitative), documentation and report writing skills, with competency in participatory research methods.</li> <li>• Computer literacy, particularly in Word, Excel, Statistical Packages and PowerPoint.</li> <li>• Ability and willingness to travel to field sites and work in remote locations, often for prolonged periods of time</li> <li>• Experience in and proven ability to support, train and mentor staff and partners in monitoring and evaluation methodology</li> <li>• Highly developed interpersonal and communication skills including influencing, negotiation and coaching</li> <li>• Strong results orientation, with the ability to challenge existing mind sets</li> <li>• Ability to present complex information in a succinct and compelling manner</li> <li>• Knowledge of qualitative and quantitative research methods</li> <li>• Fluency in English, Kiswahili (both verbal and written). French and Kirundi will be an added advantage.</li> <li>• Commitment to and understanding of Save the Children strategy, vision, mission, values and principles, good understanding and commitment to principles of child rights and child protection</li> </ul>
<p><b>Additional job responsibilities</b> The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.</p>
<p><b>Equal Opportunities</b> The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures;</p>
<p><b>Child Safeguarding:</b> We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.</p>
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<p><b>Health and Safety</b> The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.</p>

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