1. JOB TITLE: Data and Evidence Specialist

Dar es Salaam, Tanzania

About the job

REPORTS TO: Head of Growth

SUPERVISES: Communication and Knowledge Management Assistant

ROLE PURPOSE

The Data and Evidence Specialist is responsible for strengthening the organization's data management, analysis, and research capacities. This role ensures the integration of data and evidence into strategic planning, program design, and advocacy efforts, driving informed decision-making and demonstrating the organization's impact.

KEY RESPONSIBILITIES

1. Data Management and Quality Assurance

- Gather data from diverse sources, including surveys, reports, and databases.
- Identify and resolve inconsistencies and errors to ensure data accuracy.
- Regularly update and maintain organizational databases to uphold data integrity.
- Conduct validation checks to ensure reliability and compliance with established standards.

2. Data Analysis and Insights

- Use statistical tools to analyze data and identify trends.
- Translate complex data findings into actionable insights to inform program design and strategy.

- Create clear and impactful charts, graphs, and dashboards to effectively communicate data findings.

3. Research and Evidence Generation

- Design and implement targeted research initiatives aligned with strategic goals.
- Partner with program teams to identify research needs and ensure integration of findings into decision-making.
- Establish strategic partnerships with research institutions and data-focused entities to enhance organizational research capabilities.

4. Reporting and Documentation

- Prepare detailed reports summarizing data insights and research findings for internal and external stakeholders.
- Document methodologies, processes, and findings to ensure sustainable knowledge management.
- Provide data-driven evidence to support advocacy and policy engagement efforts.

5. Collaboration and Capacity Building

- Work cross-functionally with program teams to foster a culture of learning and adaptive management.
- Engage with stakeholders to understand data needs and provide tailored support.
- Build the capacity of teams to utilize data analytics and evidence in their work.

6. Knowledge Management

- Develop sustainable practices for capturing, storing, and sharing knowledge across the organization.
- Ensure data and insights are accessible and effectively utilized to enhance program and organizational effectiveness.

7. Advocacy and Policy Support

- Provide credible evidence to influence decision-making in government, private sector, and international forums.
- Strengthen accountability and communicate organizational achievements through data-driven narratives.

8. Additional Responsibilities

- Contribute to resource mobilization activities and development of high-quality funding proposals and business cases, collaborating with relevant teams to ensure timely and quality submissions.
- Ensure spending within the approved budget and in line with finance and procurement guidelines.
- Perform additional tasks assigned by the head of Growth and Executive Director to support the strategic direction and operational efficiency of the organization.

QUALIFICATIONS AND EXPERIENCE

Education:

- Bachelor's degree in Data Science, Statistics, Economics, Computer Science, or a related field.
- Master's degree or advanced certification in data analytics, research, or knowledge management is an added advantage.

Experience:

- At least 5 years of experience in data management, analysis, or research in a development or non-profit context.
- Proven experience using statistical tools and software (e.g., Excel, SPSS, R, Python).
- Strong track record of designing and implementing impactful research and evidence-based projects.

KEY COMPETENCIES

Technical Expertise: Proficiency in data analysis tools and software.

Strategic Thinking: Ability to align data and research initiatives with organizational goals.

Collaboration: Excellent interpersonal skills to work with cross-functional teams and stakeholders.

Communication: Strong ability to present complex data findings in a clear and compelling manner.

Problem-Solving: Skilled in identifying and addressing data-related challenges.

Organizational Skills: Capacity to manage multiple tasks and maintain high-quality outputs.

Application Deadline: Midnight, East African Time (EAT) on 07 February 2025

APPLY HERE

2. JOB TITLE: Program Assistant - Sector Sustainability

Dar es Salaam, Tanzania

About the job

REPORTS TO: Sector Sustainability Program Lead

ROLE PURPOSE

The Program Assistant - Sector Sustainability provides essential administrative and operational support to the Sector Sustainability Program Lead in the implementation and management of sustainability initiatives. This role focuses on assisting with day-to-day program operations, tracking progress, maintaining program records, and coordinating activities across various sector sustainability projects aimed at enhancing the financial resilience and long-term sustainability of civil society organizations (CSOs) in Tanzania.

KEY RESPONSIBILITIES

1. Program Implementation Support

- Assist in the planning, coordination, and execution of sustainability programs, ensuring alignment with program objectives.
- Provide logistical support for program-related activities, including workshops, meetings, and field visits.
- Track project deliverables and timelines to ensure that milestones are met according to the program schedule.

2. Documentation and Reporting

- Maintain accurate records of program activities, meetings, and financial transactions.
- Assist in preparing and submitting progress reports, ensuring they are aligned with FCS and donor requirements.
- Document lessons learned, best practices, and success stories from program implementation.

3. **Grant Management Support**

- Assist in the administration and disbursement of grants to CSOs, ensuring compliance with FCS's guidelines and donor requirements.
- Track grantee performance and support the collection of required reports and data from recipients.
- Facilitate communication between grantees and program staff to ensure timely delivery of grant-related objectives.

4. **CSO Savings and Credit Cooperative Society (SACCO)**

- Assist in the development and operationalization of SACCO by providing support in the research, documentation, and monitoring of SACCO activities.
- Track SACCO membership, loan distributions, repayments, and other financial activities.
- Assist with the coordination of meetings with CSOs and regulatory authorities to ensure SACCO compliance and progress.

5. **Emergency Fund Coordination**

- Support the management of emergency fund disbursements by tracking applications and ensuring timely, transparent, and fair assessments.
- Maintain records of emergency fund recipients and outcomes, ensuring that funds are allocated based on needs and urgency.

6. **Aid Localization Support**

- Assist in implementing aid localization strategies, including tracking local resource mobilization efforts and partnerships with CSOs.
- Help organize advocacy initiatives and stakeholder meetings focused on increasing local ownership and funding access for CSOs.
- Compile data and reports on aid localization progress and challenges.

7. **Resource Mobilization and Donor Relations**

- Assist in identifying and preparing proposals and concept notes to secure funding for sustainability programs.
- Help maintain records of donor communications and support the preparation of donor reports.
- Assist in tracking the performance of donor-funded programs and ensuring all compliance requirements are met.

8. Monitoring, Evaluation, and Learning (MEL)

- Support the MEL team in collecting, organizing, and analyzing program data.
- Help document and disseminate lessons learned and feedback from program activities to improve future program design.
- Assist in developing MEL reports and ensuring that findings are shared within the team and with relevant stakeholders.

9. Team Support and Capacity Building:

- Provide administrative support to the Sector Sustainability Program team and assist in managing daily operations.
- Assist in coordinating training and capacity-building activities for CSOs, team members, and stakeholders.
- Foster an environment of collaboration, helping to ensure smooth communication between team members and external partners.

10. General Program Support:

- Support the preparation of budgets, schedules, and other program documents.
- Assist in organizing meetings, workshops, and events related to the sector sustainability program.
- Perform other duties as assigned by the Sector Sustainability Program Lead.

QUALIFICATIONS AND EXPERIENCE

Education:

- Bachelor's degree in Environmental Science, Sustainability, International Development, or a related field

Experience:

- At least 2 years of experience in administrative, program support, or operations roles within the non-profit or development sector.

- Experience in project management, financial tracking, and documentation.
- Familiarity with sector sustainability issues, CSO operations, or grant management is an added advantage.

KEY COMPETENCIES

- Strong organizational and time-management skills, with the ability to handle multiple tasks simultaneously.
- Excellent communication skills, both written and verbal.
- Ability to work collaboratively with cross-functional teams and external stakeholders.
- Proficiency in using office software (e.g., Microsoft Office Suite) and basic data management tools.
- Attention to detail and ability to maintain accurate records.
- A proactive and solution-oriented attitude.

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