



Job Description: Monitoring and Research Officer

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Updated – October 23, 2009

Reports to: Executive Director
Location: Njombe

Overall Purpose:

- To oversee Daraja’s monitoring and research work, including developing and overseeing systems for the routine monitoring of programme activities and for regular reflection and learning, as well as facilitating more detailed research on obstacles to responsive local governance.

Key Responsibilities:

- **To develop a monitoring and learning strategy for Daraja.** This includes working with programme managers, staff and partners to develop suitable and user-friendly frameworks and tools for routine monitoring of all aspects programme delivery, as well as creating systems for reflection, learning and documentation by programme staff and partners.
- **To support programme staff in routine monitoring and reporting,** including providing basic training and backstopping support to ensure that data is collected, analysed, reported and fed-back into programme planning on a regular basis.
- **To conduct additional analysis of routine monitoring data.** This includes analysis of data produced through the *Raising the Water Pressure’s* SMS-based feedback mechanism as well as analysis of routine data from other sources.
- **To investigate and document case studies of special interest from programme activities,** including documenting cases where a programme has delivered a specific impact, where a programme has struggled, or similar.
- **To conduct additional research into issues of local governance in Tanzania,** including particularly research on policy and practice obstacles to responsive local governance.

Daraja Development Limited is a (not for profit) company limited by guarantee and not having a share capital, registered under the Companies Act 2002 (Cap 212) of the Laws of Tanzania.

- **To contribute to a strong staff team**, including helping to ensure all Daraja staff and partners are motivated, capable, working efficiently and delivering results.
- **To contribute to operational planning and budgeting**, including ensuring lessons from monitoring and learning are fed back into planning processes as well as planning and budgeting for research and monitoring activities as required by the Executive Director.
- **To support programme monitoring, documentation and reporting.** This includes routine monitoring of programme delivery by programme staff and partners, supporting the preparation of annual and semi-annual programme narrative reports, and encouraging reflection, learning and documentation among programme staff and partners.
- To ensure all planning, budgeting, management and reporting (including financial reporting) relating to your work is carried out in line with organisational policies and procedures.
- To carry out any other tasks as reasonably required by your line manager.

Person Specification:

	Essential	Desirable
Education	<ul style="list-style-type: none"> • Degree in related subject (e.g. social sciences, etc.) • Advanced training in quantitative and qualitative research 	<ul style="list-style-type: none"> • Advanced degree in related subject
Experience	<ul style="list-style-type: none"> • 3-years experience in monitoring and/or research in a recognised NGO or other institution, including significant experience conducting quantitative analysis and qualitative field research 	<ul style="list-style-type: none"> • Experience working with local government • Experience working in the rural water supply sector
Knowledge and Skills	<ul style="list-style-type: none"> • Excellent research skills, including both quantitative and qualitative research • Excellent IT skills • Good communications skills 	<ul style="list-style-type: none"> • Knowledge of GIS mapping and mobile-phone systems • Familiarity with Tanzanian government structures
Personal Characteristics	<ul style="list-style-type: none"> • Committed to promoting citizens' agency and government accountability • Committed to transparency, honesty and integrity • Hard working, even in challenging circumstances • Team-player with good inter-personal skills 	<ul style="list-style-type: none"> •