



CAREER OPPORTUNITY: PROJECT MANAGER

Reports to: National Coordinator

Location: Dar es Salaam

Contract Duration: One Year

Tanzania Education Network/Mtandao wa Elimu Tanzania (TEN/MET) is a national education CSO coalition. The network comprises approximately 245 members, primarily Community-Based Organizations (CBOs), National and International Non-Governmental Organizations (NGOs), and local networks. A common concern among member organizations is the promotion of equitable access to education for all in Tanzania.

TEN/MET aims to strengthen the capacity of its secretariat to effectively and efficiently manage its current mandate. We are inviting applications from suitably qualified individuals to fill the position of Project Manager.

Project Manager: Role overview

We are seeking a passionate and experienced Project Manager to lead the implementation of an education-focused project aimed at improving teacher motivation through locally driven, gender-responsive, and sustainable strategies. The Project Manager will provide overall leadership, ensuring that all activities are delivered on time, within scope, and with measurable impact. Key responsibilities involve managing budgets, supervising project teams, engaging with stakeholders, and ensuring timely reporting and quality outcomes. The ideal candidate will bring strong leadership, organizational, and problem-solving skills to drive impact and sustainability. This role requires a deep understanding of the education sector in Tanzania, strong project management expertise, and a commitment to advancing teacher well-being, professional development, and retention especially in underserved areas.

Duties and Responsibilities

Project Planning and Management (50%)

- Manage, design, and coordinate all project activities to ensure timely implementation and in accordance to donor guidelines, policies, and standards.

- Manage and ensure submission of quarterly and annual donor reports.
- Ensure the partnering process with sub grantees are followed and all partner files and agreements are tracked and filed appropriately.
- Maintain effective working relationships with partners, representing TEN/MET to a high standard in all interactions including partner visits and representation in meeting.
- Provide leadership and influence a culture of compliance across the organization for all partner related activities, ensuring that the partnership process is followed according to approved protocol and due diligence best practices.
- Provide support to Operations to develop capacity building plans with all local partners informed by adaptive, innovative, and effective capacity building methodologies.
- Provide support and oversight for Operations to ensure partners develop their organizational development plan and ensure that necessary trainings are provided to partners as determined in the plan.
- Lead efforts to work with Senior Management and immediately raise any areas of concern in relation to partners' performance or project implementation so appropriate actions can be taken.
- Monitoring partner compliance with TEN/MET and donor rules and guidance throughout the lifecycle of our work with the partner, including: Communicating any issues to partners, and assisting them in resolving issues of noncompliance; Reviewing partner interim and final reports for donor compliance criteria, prior to submission.
- Promote inter-partners learning on best practices and exchange of vital information.
- Spearhead day to day project operations by providing technical guidance on activities implementation.
- Establish and maintain good relationship with partners, LGAs and other stakeholders with regards to the implementation and accountability.
- Ensures project interventions are recognized by the government, partners and communities through project branding, participation in different forums including national, zonal, regional, and local events.
- Develop and support effective linkages and collaboration with key public institutions in the relevant fields.
- Represent the network in various assigned learning and sharing meetings/workshops/conferences.

Project Budget and Resource Management (25%)

- Participate in annual and multiyear budget plans, reviews, and report preparation in collaboration with finance staff and partner staff.
- Ensure compliance with TEN/MET finance policy and donor requirements in management and use of financial and non-financial resources.
- Take part in management of project funds, including monitoring of monthly budget burn rates, budget re-alignments, and support internal and external auditing.

- Develop a detailed annual project plan to monitor and track project progress to meet budgetary objectives and adjust project constraints in consultation with senior management team.

Monitoring, Evaluation, Learning (MEAL) and Reporting (15%)

- Adapt in collaboration with project colleagues, the project theory of change.
- Work closely with the Project M&E to develop and maintain program monitoring and evaluation tracking tools to ensure all project indicators report clear linkage of activities to intended outputs and outcomes and that the level of change is clearly tracked.
- Participate in development and spearhead implementation of the programme's impact measurement system, including: collection of baseline and periodic data for tracking programme performance.
- Take part in annual programme review meeting to assess progress, adjust plans, and draw/disseminate lessons learned.
- Plan, organize and conduct reflective learning forums (quarterly reflection meetings, workshops, etc) internally and externally with programme stakeholders including government in the project district council.
- Support the development of a partners' monitoring plan and provide oversight for planning partner monitoring schedule.
- Facilitate documentation and sharing of processes, challenges, best practices, and lessons learnt among stakeholders.

Team Performance (10%)

- Ensure a high-performance management culture, open trustworthy relationships, and integrity to enhance program officer's smooth relations and accountability.
- Provide supervision and support to project officers

Qualification, experiences, and competencies

- Bachelor's degree in Project Management, Education, Project Monitoring for community development and other related field (Master's degree in the relevant field will be an added advantage)
- Minimum of 7 years of experience managing donor-funded projects in the nonprofit or development sector.
- Demonstrate capacities to establish and maintain strong collaborative working relationships with government officials, local organizations, communities, and other stakeholders.

- Knowledge on the Tanzania education system and teacher's workforce management is an added advantage.
- Experience in working with NGO's
- Strong verbal/written communication skills.
- Report writing skills: Ability to write complex reports.
- Strong problem-solving skills, creativity in decision making.
- Strong leadership, operation, and management skills.
- Excellent team player with minimum supervision.

How to Apply

Please send your resume, copies of certificates, cover letter, and three references to our HR department at recruitment@tenmet.or.tz and CC to humanresources@tenmet.or.tz with the subject line **"Application for Project Manager"** by **25th July 2025**.

TEN/MET is an equal-opportunity employer committed to fostering diversity and inclusion. We strongly encourage applications from qualified individuals of all gender, persons with disabilities, ethnic and cultural backgrounds, and other underrepresented communities. Our hiring decisions are grounded in merit, competence, and the ability to contribute meaningfully to our mission.



CAREER OPPORTUNITY: GRANTS MANAGER

Reports to: Head of Finance and Administration

Location: Dar es Salaam

Contract Duration: One Year

Tanzania Education Network/Mtandao wa Elimu Tanzania (TEN/MET) is a national education CSO coalition. The network comprises approximately 245 members, primarily Community-Based Organizations (CBOs), National and International Non-Governmental Organizations (NGOs), and local networks. A common concern among member organizations is the promotion of equitable access to education for all in Tanzania.

TEN/MET aims to strengthen the capacity of its secretariat to effectively and efficiently manage its current mandate. We are inviting applications from suitably qualified individuals to fill the position of grant manager.

Grants Manager: Role Overview

The Grants Manager plays a pivotal role in providing strategic leadership and oversight of the organization's financial operations and grant portfolio. This position ensures that all project funds are managed with integrity, that budgets are executed efficiently, and that grants and sub-grants are implemented in full compliance with donor regulations, organizational policies, and applicable Tanzanian laws.

Purpose of the Position

The Grants Manager will be responsible for ensuring robust financial systems and effective grant management processes across the organization. This includes overseeing the full lifecycle of grants, sub-grants, and partner agreements from development and administration to monitoring and reporting. The incumbent will ensure that both financial and programmatic reporting is timely, accurate, and fully aligned with donor expectations and internal standards, thereby supporting the organization's accountability, transparency, and operational excellence.

Strategic Leadership and Oversight

- Provide strategic leadership throughout the full grant lifecycle, planning, implementation, monitoring, reporting, and close out ensuring alignment with donor requirements and organizational priorities.
- Lead the development of high-quality, competitive proposals and comprehensive budgets in collaboration with program, finance, and M&E teams.

- Ensure full compliance with donor regulations, internal policies, and national laws across all grant processes.
- Strengthen internal grant management systems and maintain an up-to-date grants calendar to track deliverables, milestones, and contractual obligations.
- Build the capacity of internal teams in grants compliance, budgeting, and reporting through training, mentoring, and tailored support.

Grants Management

- Provide day to day leadership of active grants to ensure activities and expenditures align with approved work plans, budgets, and donor agreements.
- Prepare, monitor, and manage organizational and donor budgets, ensuring accuracy, efficiency, and alignment with program activities.
- Generate timely, accurate, and donor-compliant financial and narrative reports, reconciling budgets against actual expenditures and addressing variances.
- Facilitate regular internal grant review meetings to monitor progress, resolve implementation issues, and ensure the delivery of programmatic and financial commitments.
- Develop and implement financial tools and templates to strengthen budgeting, expenditure tracking, and financial accountability.

Compliance, Subgrants, and Internal Controls

- Ensure all grant and subgrant activities comply with donor agreements, internal policies, and national regulatory requirements.
- Review subgrantee applications, budgets, and financial proposals for accuracy, feasibility, and compliance with donor and program requirements.
- Draft, review, and finalize agreements, MoUs, and contracts with subgrantees and partners, ensuring clarity, fairness, and compliance.
- Oversee the implementation and periodic updates of subgrating manuals, compliance checklists, and internal control tools in line with current donor and legal standards.
- Maintain robust internal controls and conduct regular compliance checks on financial transactions to minimize risk and ineligible costs.
- Identify and mitigate financial and operational risks through proactive monitoring, internal assessments, and regular partner reviews.
- Ensure all financial records, supporting documents, and reports are accurate, audit-ready, and systematically filed.
- Facilitate and support internal and external audits by preparing and providing required financial documentation and clarifications.

Grant Documentation and Capacity Building

- Maintain a comprehensive and organized documentation system for all grants and subgrants, including agreements, reports, financial records, and communications.

- Lead the close-out of grants and subgrants, ensuring timely submission of final financial and narrative reports, reconciliation of budgets, and archival of documentation in accordance with policies.
- Design and implement training programs for internal staff and subgrantees focused on compliance, financial management, reporting standards, and internal controls.
- Provide ongoing technical support and mentorship to implementing partners to enhance program quality, financial performance, and organizational sustainability.

Key Competencies, Qualifications, and Experience

- Educational Background: Bachelor's degree in Finance, Accounting, or a related field; a Master's degree and professional certification (e.g., CPA (T), ACCA, ACPA, or equivalent) are highly desirable.
- Experience: Minimum of 7 years of progressive experience in senior grants or financial management roles, preferably within non-profit or international development settings.
- Technical Expertise: Demonstrated proficiency in budget development, financial reporting, and navigating complex donor compliance frameworks, including donor audits.
- Regulatory Knowledge: Strong understanding of international financial reporting standards and regulatory frameworks, including IPSAS and GAAP.
- Analytical and Strategic Skills: Proven ability to interpret and manage complex financial data, with advanced analytical and problem-solving capabilities.
- Technology Proficiency: High proficiency in financial and grant management systems (e.g., Odoo ERP, QuickBooks), and advanced skills in Microsoft Excel; familiarity with donor reporting portals is an asset.
- Leadership and Communication: Strong leadership, interpersonal, and communication skills, with the ability to present financial information clearly to diverse stakeholders and guide cross-functional teams.

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Terms of Reference (ToR)

Monitoring, Evaluation and Learning Specialist.

1. Background

The Tanzania Education Network/Mtandao wa Elimu Tanzania (TEN/MET) is a leading civil society coalition advocating for inclusive, equitable, and quality education in Tanzania. We work with 245 member organizations, policymakers, and communities to shape and influence education policy and practice through evidence-based advocacy and programmatic interventions.

To strengthen our impact, we are seeking a dynamic, results-oriented Monitoring, Evaluation, and Learning (MEL) Specialist to lead the development and implementation of robust MEL systems. The ideal candidate will bring strategic insight, technical expertise, and a strong commitment to learning and accountability in the education sector.

2. Overall, Purpose of the Role

The MEL Specialist will design, lead, and manage Monitoring, Evaluation, Accountability, and Learning (MEL) systems across TEN/MET's programs and advocacy efforts. The role is key in ensuring that data-driven insights guide organizational strategy, continuous learning, and programmatic improvement. The incumbent will also support research, learning, and capacity-building initiatives across the network.

3. Key roles and Responsibilities

3.1. MEL System Development and Management

- Design and operationalize comprehensive MEL systems and frameworks (including theories of change, logical frameworks, and indicator matrices).
- Develop and manage program level MEL plans, data collection tools, and quality assurance mechanisms.
- Ensure MEL systems are aligned with national policies, donor standards, and TEN/MET's strategic objectives.
- Build the capacity of TEN/MET staff and member organizations in MEL methodologies and tools.
- Provide support to sub-grantees to ensure their projects align with TEN/MET's Monitoring Evaluation and Learning (MEL) Strategy and meet donor requirements related to program design, monitoring, evaluation and learning.

3.2. Performance Monitoring and Data Analysis

- Lead the design and implementation of monitoring systems to track progress against performance indicators.
- Analyze data and generate evidence to inform decision-making and adaptive program management.
- Identify trends, risks, and opportunities based on quantitative and qualitative analysis.

3.3. Learning, Knowledge Management, and Improvement

- Synthesize findings into actionable insights, learning products, and policy briefs.
- Facilitate reflection and learning workshops for internal teams and member organizations.
- Promote cross program learning, knowledge sharing, and documentation of best practices.

3.4. Reporting and Evidence Use

- Lead the preparation of high-quality MEL reports for internal use, donor reporting, and external dissemination.
- Ensure that reporting meets donor standards and organizational accountability requirements.
- Integrate MEL findings into strategic planning, proposal development, and external advocacy.

3.5. Accountability, Safeguarding, and Inclusion

- Support the implementation of accountability mechanisms, including community feedback and complaint handling systems.
- Ensure that MEL processes are inclusive, gender-responsive, and sensitive to safeguarding principles.
- Promote ethical standards in data collection, analysis, and dissemination.

4. Deliverables

- Fully operational and institutionalized MEL system, including tools and databases.
- Quarterly and annual MEL reports submitted to management and donors.
- Capacity-building sessions conducted with TEN/MET staff and member organizations.
- Periodic evaluation reports, learning briefs, and evidence-based policy inputs produced.
- Functional data dashboards and visualization tools updated regularly.
- Documented success stories, case studies, and lessons learned.

5. Required Qualifications and Experience

- Master's degree in Monitoring and Evaluation, Statistics, Economics, Project Planning and Management, or another related field.

- Minimum of 8 years of progressively responsible experience in MEL roles, preferably in the education or development sector.
- Demonstrated experience in designing and managing MEL systems for multi-stakeholder programs.
- Strong proficiency in data analysis and visualization tools (e.g., SPSS, Stata, Power BI, Kobo Toolbox, DHIS2).
- Proven knowledge of Results-Based Management (RBM), Adaptive Management, Theory of Change, and evaluation methodologies.
- Excellent written and oral communication skills in both English and Kiswahili
- Strong interpersonal and facilitation skills, with experience working in diverse, collaborative environments.

6. Reporting and Supervision

The MEL Specialist will report directly to the National Coordinator and work closely with program teams, partner organizations, and external stakeholders.

7. Contract Duration and Duty Station

This is a full-time position based in Dar es Salaam, with occasional travel to regions as required. The contract duration is initially one year, renewable based on performance and funding availability.

8. Application Process

Qualified and interested candidates are invited to submit the following documents:

- A detailed Curriculum Vitae (CV) – max 3 pages
- A cover letter outlining relevant experience and motivation
- Names and contacts of three professional referees

Submit your application to recruitment@tenmet.or.tz and cc to humanresources@tenmet.or.tz with the subject line “Application for MEL Specialist”. Deadline for submission is **25th July 2025**.

9. Equal Opportunity

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