LEAD FOUNDATION JOB VACANCIES (DODOMA, TANZANIA)

PLEASE JOIN US IN CARRYING OUT OUR VISION

EMPLOYMENT OPPORTUNITIES

LEAD Foundation is a Tanzanian local NGO whose mission is to promote best principles and practices of servant leadership, sustainable environmental conservation, and community transformation.

Our work focuses on large-scale Nature-based Solutions (NbS) for landscape restoration, using community-led interventions to build resilient ecosystems and livelihoods in arid and semi-arid regions.

Our flagship program, Kisiki Hai (Farmer Managed Natural Regeneration - FMNR), has restored more than 23 million native trees and engaged over 260,000 households in over 635 villages across Central and Northern Tanzania. We also implement Rainwater Harvesting techniques like Half-Moon Bunds (Earth Smiles) and Fanya Juu/Chini Terraces to improve soil moisture and food security. We are seeking dynamic and skilled professionals to join our team in Dodoma.

JOB TITLE – MONITORING, EVALUATION, AND LEARNING (MEL) OFFICER (1 POST – DODOMA)

KEY RESPONSIBILITIES

- Routine Monitoring: Review and consolidate monthly monitoring data from all projects/programs. Design monitoring tools to support routine collection of project results.
- Data Quality & Analysis: Conduct quantitative and qualitative data analysis and data verification. Conduct data validation to ensure high data quality and standards for programs and donor reports.
- Environmental Data: Analyse satellite imagery for data variables such as forest and vegetative cover.
- Reporting & Learning: Draft and review reports for internal and external use. Evaluate trainings and ensure training use pre and post tests to measure outcome.
- Field Support: Spot check project implementation in the field routinely and report on gaps timely. Lead, supervise and coordinate data collection processes, regular and periodic assessments, and evaluations.

EXPERIENCE, SKILLS & KNOWLEDGE

- Education: Bachelor's degree in Statistics, Monitoring and Evaluation, or a related technical field (Required). A Master's degree in a relevant field is an advantage.
- Knowledge (Advantage): Knowledge in an ecological/environmental conservation field (e.g., Agricultural Science, Environmental Sciences, Forestry, Natural Resources) is a strong advantage.
- Experience: Minimum of 3 years working experience in a Monitoring and Evaluation context or statistics related field.
- Technical Proficiency: Familiar with data management software including MS Excel, MS Access, SPSS, Stata, and mobile data collection tools like ODK and KOBO collect.
- Advanced Tools: Knowledge of GIS software including ArcGIS/QGIS for spatial data analysis is highly desirable.
- Language & Soft Skills: Fluency in spoken and written English and Kiswahili, with excellent organizational skills and attention to detail.

JOB TITLE – ICT SPECIALIST (SYSTEMS, DATA, AND WEB SUPPORT) (1 POST – DODOMA)

KEY RESPONSIBILITIES

- Infrastructure Management: Install, configure, and maintain hardware and software components of the organization's ICT infrastructure, including networks, servers, and peripherals.
- Website Design & Management: Design, develop, analyze, maintain, and ensure the functionality, security, and responsiveness of the organization's website and online application platform(s). This includes implementing, updating, and managing website content using Content Management Systems (CMS) such as WordPress, Joomla, or Drupal, and providing training to staff on content management and updates.
- Security & Data Integrity: Implement and maintain security measures to protect ICT systems and data from threats, including website and database security. Conduct regular backups and disaster recovery procedures.
- Technical Support: Provide timely helpdesk services and technical assistance to all staff (end-users) for hardware, software, and website-related issues.
- Digital Tools & Training: Support the integration of digital transformation initiatives. Train and mentor staff on ICT best practices, security protocols, and efficient use of technology tools, especially those related to MEL data collection.

EXPERIENCE, SKILLS & KNOWLEDGE

- Education: Bachelor's Degree in Information Communication Technology (ICT), Computer Science, Information Systems, Web Development, or a related field. Professional certification (e.g., CCNA, CompTIA A+) is an advantage.
- Experience: Minimum of 3 years of proven working experience in IT support, Systems/Network Administration, and website development/management.
- Website Proficiency: Proven experience in designing and developing user-centric, responsive websites using open-source CMS platforms (e.g., WordPress). Knowledge of HTML5/CSS3/XML/JavaScript/PHP is required.

- Graphics Designing: Experience in graphics designing, including creating illustrations, layouts, photos, and artworks is an added advantage.
- Technical Proficiency: Solid understanding of Network Protocols and Security Principles. Proficiency in supporting Windows operating systems, MS Office applications (MS Word, MS Excel, MS Power Point), and cloud-based services.
- Soft Skills: Strong problem-solving, analytical, and communication skills. Fluency in English and Kiswahili.

GENERAL NOTES & APPLICATION DETAILS

Our projects/programs are anticipated to run for at least 3 years. The engagement for all positions will be on a one (1) year contract basis which may be renewed subject to satisfactory performance and availability of funds.

- Contract Duration: 1-year contract, renewable subject to satisfactory performance and availability of funds.
- Submission Method: Applicants MUST fill in this online Google Form to apply for this position.
- Deadline: Submit the application form no later than 17:00 hours Friday, December 19th, 2025.

LEAD Foundation is dedicated to building an inclusive workforce where diversity is valued. We welcome applications from qualified women and men, including those with disabilities. We do not charge a fee at any stage of the recruitment process (application, interview meeting, processing).

Kisiki Hai