



CARRIER OPPORTUNITY: PROJECT OFFICER (2 POSITIONS)

Reports to: Project Manager

Location: Dar es salaam

Contract Duration: One year (Renewable based on performance)

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. Working with 265 member organizations, TEN/MET influences education policy through evidence-based advocacy. To support these initiatives and advance its strategic objectives, TEN/MET seeks to recruit two proactive and dynamic Project Officers with proven experience to provide technical and operational support in the effective planning, coordination, implementation, and monitoring of project activities, thereby strengthening program delivery, stakeholder engagement, and overall organizational impact.

2. Overall Purpose of the Role

We are looking for committed and proactive Project Officers to support the delivery of project activities focused on enhancing teacher motivation in the Tanzanian education system. The Project Officer will coordinate with stakeholders, assist in data collection and reporting, and ensure timely execution of field-level tasks. This role requires a strong understanding of project management principles, excellent organizational skills, and the ability to work effectively with the government, communities and partners. This position is ideal for someone passionate about improving education outcomes by addressing the key drivers of teacher motivation.

3. Key Responsibilities

Project Planning and Management (60%)

- Ensure Leadership in technical implementation of key project activities.
- Facilitate technical assistance to the local partners to implement the project activities for achieving maximum impact in the implementation of the project.
- Identify, and manage project risks in a timely manner in consultation with the project Manager and escalate to Senior Management those requiring Management and donor's attention.
- Coordinate and work closely with other project implementing local partners to ensure project activities are implemented and scaled up in the target regions.

- Share lessons learned from the project with local partners, senior management, staff and donors to enhance local planning and implementation and recommend modifications that might be necessary at the local level based on evidence and lessons learnt.
- Establish and maintain high quality and timely project reporting, and communications in alignment to the specific donor requirements and TEN/MET standards.
- Submit timely accurate and quality reports that meet donor requirements (timely preparation and submission of quarterly, semi-annual, and annual progress reports on the status of project implementation).

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

- Collaborate with the M&E team and Project Manager to monitor project results and targets, adjusting as necessary, and develop annual work plans aligned with project objectives.
- Gather, report, and analyze performance data to assess impact and ensure sustainability of project implementation across regions.
- Oversee proper operational opening/launch and closing of the project, ensuring dissemination of monitoring and evaluation findings to guide timely action.
- Document and share project best practices, lessons learned, and success stories to promote continuous improvement.
- Support all monitoring, evaluation, and research tasks, ensuring timely submission of reports and documentation in line with TEN/MET and donor requirements.
- Plan, organize, and facilitate reflective learning forums (e.g., quarterly reflection meetings, workshops) with internal teams and external stakeholders, including government representatives at district council level.
- Participate in annual programme review meetings to assess progress, adjust plans, and disseminate lessons learned.
- Provide relevant communication products for dissemination to donors and media, ensuring transparency and accountability

Financial and non-finance Resource Management (10%)

- Ensure that the Project budget is managed within approved spending levels and ensure accurate and timely financial reports to donors and TEN/MET.
- In working with finance team ensure project expenses are reasonable, allocated as per assigned budget, prudent and spent in accordance with donor rules and regulations to ensure low risk audits.

- Manage program assets, materials, and financial resources to ensure Stewardship and accountability in the project.

Networking, visibility, and donor recognition (10%)

- Ensures the program interventions and the donor are recognized by the government, partners, and communities.
- Represent TEN/MET and Participate in networking meetings/workshops/conferences with the Government and other stakeholders at the district, regional and national level.
- Facilitate documentation and sharing of processes, challenges, good practices and lessons learnt among partners.

4. Qualifications and Skills:

- Bachelor's degree in Project planning and Management, Monitoring and evaluation, Education, Community Development, Development Studies, 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 non profit 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.
- Report writing skills: Ability to write result-based reports
- Experience in working with NGOs.
- Excellent communication skills (English and Swahili).
- Strong problem-solving skills, creativity in decision making.
- Strong leadership, operation, and management skills.
- Proven track record of meeting deadlines while maintaining high levels of organization and accuracy.
- Detail-oriented approach that ensures precision without compromising efficiency.
- Excellent IT skills, well versed in working with Ms. Outlook, Word, Excel and Power Point

- Very good organization skills; through knowledge of modern office procedures and practices
- Consistently fosters a positive and trustworthy work environment through ethical decision making and responsibility for outcomes.
- Demonstrated ability to thrive as a collaborative team player.

5. 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
- Copies of academic certificates
- 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 Project Officer”. Deadline for submission is **17th May 2026**.

6. Equal Opportunity

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 marginalized groups. Our hiring decisions are grounded in merit, competence, and the ability to contribute meaningfully to our mission.

Only shortlisted candidates will be contacted.