



HEALTH & INSURANCE MANAGEMENT SERVICES ORGANIZATION (HIMSO)

Post Title	Monitoring & Evaluation Volunteer
Location	HIMSO Head Office – Mbeya, Tanzania
Reports to	Monitoring & Evaluation Officer
Travels	Regular travels to the field
Type of contract:	Volunteer
Contract term	6 months
Date of commencement	As soon as possible
Application deadline	Wednesday, 25 th February 2023
Context	<p>The Health & Insurance Management Services Organization (HIMSO), a Tanzanian NGO specialized in providing technical support for the development and promotion of community-based health insurance has an immediate vacancy for Tanzanian based Monitoring & Volunteer. Interested applicants should please send their CVs and cover letters (in English) with three referees to the contact address below this advert. No telephone enquiries will be answered.</p>
Skills and Qualifications	<p>Essential:</p> <ol style="list-style-type: none"> i. A minimum of a Bachelor 's Degree in Social Science, Mathematical Science, preferable statistics actuarial, science mathematics or other relevant the fields ii. Fresh graduate iii. Strong report writing skills iv. Excellent IT, interpersonal, written and verbal communication skills v. Fluent written and spoken English, fluency in Swahili significant advantage vi. Competence in qualitative and quantitative study design and implementation vii. Extensive experience with monitoring program implementation using qualitative and quantitative approaches viii. Demonstrated experience in data analysis and database management systems ix. Experience in developing and coordinating data collection processing and analysis and report writing. x. Proficient in data modeling and use of statistical analysis softwares.

Position Summary	<p>The Monitoring & Evaluation Volunteer main duties are:</p> <ol style="list-style-type: none"> 1) To Support in developing the MERL Unit as per HIMSO guidelines on reporting framework and ensure its associated operations reflect the operational standards, strategy and practices in line with the HIMSO Key Performance Indicators Framework 2) To Support M&E officer further in developing and implementing appropriate monitoring, evaluation and research systems, indicators and tools for all HIMSO offices and programs. 3) To Support in managing the quality production of evaluation, research and other technical reports as required internally and externally. 4) Assisting M&E Officer to Support CHuA team in day to day activities and reporting. 5) Regular travels to the field. 6) Performing all duties assigned by his/her line manager
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Mode of Application:

Interested candidates should submit their applications to:

Director,
Health & Insurance Management Services Organization (HIMSO),
P. O BOX 2827,
Mbeya, Tanzania.

OR

Email to: info@himso.or.tz and cc anyenda.sabini@himso.or.tz

Note: Only shortlisted candidates will be contacted for the interviews.