Finding the Balance for Communities and Nature

Tanzania People & Wildlife
Monitoring and Evaluation Manager

Tanzania People & Wildlife (TPW) is a Tanzanian nonprofit organization dedicated to the conservation of wildlife and important natural habitats through a community-based approach. TPW helps rural communities develop their skills and abilities to protect natural resources in a manner that maximizes their benefits from these landscapes while also preserving ecological integrity. Emphasizing the critical importance of community-led initiatives, the organization provides information, training, and service level support to its rural constituencies to strengthen local institutions and community-driven actions for natural resource management and wildlife conservation.

TPW operates from the Noloholo Environmental Center on the Maasai Steppe in northern Tanzania. Sharing a boundary with Tarangire National Park, this center acts as TPW’s regional headquarters as well as an educational center where rural community members improve their understanding of the environment and develop hands-on skills in natural resource management. From this center, TPW engages in four primary activities: 1) human-wildlife conflict prevention, (2) youth environmental education and adult capacity building & training, (3) natural resource conservation and rangeland management, and (4) environmentally-sustainable conservation enterprise and development.

Position Description:
TPW is looking for a passionate and energetic individual to manage the Monitoring and Evaluation department. The incumbent will work closely with the Chief Executive Officer, Dr. Laly Lichtenfeld, and the Chief Program Officer, Charles Trout, to ensure the organization is meeting all programmatic goals. The incumbent will be responsible for ensuring data collected for all activities and Center logistics are accurate and capture the necessary metrics to meet all reporting requirements. S/he will oversee the management of all databases and design new databases as needed. TPW’s activities are varied and examples of data include vehicle movements, water use, human-wildlife conflict events and retaliations, installation and condition of Living Walls, wildlife monitoring, rangeland condition, grant contracts, and honey harvest, processing, and sales. TPW uses two smartphone applications to collect data (ODK and Cybertracker), and the incumbent must be comfortable with using smartphones and managing a remote server. The Manager will be responsible for analyzing and synthesizing data for internal and external technical reports to demonstrate activity effectiveness and impact. S/he
will also liaise with staff from funding partners to ensure data collection and reporting meets their requirements. The incumbent will oversee three Monitoring and Evaluation staff members. The Monitoring and Evaluation department continues to evolve, and the successful applicant will enjoy researching and implementing new technologies for data collection and management.

This position is based at the Noloholo Environmental Center in Loibor Siret, Tanzania. The location is remote and the incumbent must be comfortable living in a rural environment for extended periods. A small amount of travel may be required.

**Key responsibilities:**

- Oversee data entry and management for all organizational activities and Noloholo Environmental Center logistics, including the use of mobile data collection applications;
- Coordinate and oversee the M&E team (currently 3 staff);
- Analyze data using Microsoft Excel, Microsoft Access, GIS software, and SMART to generate statistics and maps for internal and external reporting;
- Write monthly internal and quarterly/semi-annual/annual external technical reports;
- Design new monitoring systems and reporting protocols as needed;
- Represent TPW at funder and partner meetings as needed;
- Liaise with student groups/interns on special projects as needed; and
- Other duties as assigned.

**Qualifications:**

The successful candidate will have at least a Master’s degree in natural resource management, community development, or a closely related field plus two years of experience in monitoring and evaluation. Candidates with a Bachelor’s degree in the above-mentioned fields and at least four years experience in monitoring and evaluation may be considered. Experience with data management, particularly using Microsoft Excel and Access, geospatial analysis (e.g., ArcGIS or QGIS), and report writing are required. Preference will be given to candidates with prior experience in community-based conservation initiatives and related ventures in the social sciences or natural resource fields.
Required qualifications:

- Master’s degree in natural resource management, community development, or a closely related field plus two years of experience in monitoring and evaluation (candidates with a Bachelor’s degree in the above mentioned fields and at least four years experience in monitoring and evaluation may be considered);
- Proficiency with Microsoft Excel;
- Familiarity with Microsoft Access (importing/exporting data, building a database, defining relationships, queries, knowledge of use of forms desirable);
- Experience with geospatial analysis software, including strong cartographic skills;
- Experience writing reports for internal and external audiences;
- Excellent organizational skills;
- High level of attention to detail;
- Interest in applying innovative data collection methods;
- Strong interpersonal skills, including respect for other cultures;
- Willingness and ability to live in a remote setting;
- Excellent spoken and written English skills; and
- Passionate concern for big cats, local communities, and TPW’s mission.

Desired qualifications:

- At least some familiarity with the Swahili language;
- Experience with the Open Data Kit suite of mobile data collection and management tools;
- Experience with SMART/Cybertracker mobile data collection and management tools;
- Experience managing a small team;
- Experience with social science data collection and analysis; and
- Experience troubleshooting Android phones.

Reports to: Chief Program Officer

Salary & Benefits: Full-time position based on experience and qualifications; salary commensurate with experience. Basic housing and food provided onsite.

To Apply: Tanzania People & Wildlife is an equal opportunity employer. Interested candidates should send their resume, three references, and a cover letter outlining their interest in applying for the post, along with relevant experience, qualifications and skills to info@tanzaniapeoplewildlife.org with Manager of Monitoring and Evaluation in the subject line. Please cc Christy Ihlo at cihlo@africanpeoplewildlife.org. Applications must be submitted by May 1, 2018. TPW intends to make the position available starting July 1, 2018.