



## JOB ADVERTISEMENT

### Background information:

Community Economic Empowerment and Legal Support (CEELS) is an NGO which was registered on 26th July, 2010 under NGO Act of 2002 with subsequent amendments. CEELS has Registration No. 00NG/0008812. CEELS head office is located at Msikitini Street, nearby Main Market, Mazwi ward, Sumbawanga Municipal in Rukwa Region. CEELS has outreach offices in Nkasi DC, Kalambo DC and Mpanda MC in Katavi Region. Moreover, CEELS being a zonal coordinator for partnership for nutrition in Tanzania (PANITA) has presence in Mbeya, Songwe and Katavi regions.

- **CEELS Mission:** To facilitate participatory community development and empower meaningful peoples' livelihoods for sustainable development
- **CEELS Vision:** Enhanced quality of life of Tanzanian community
- **Goal:** To complement Government efforts
- **CEELS Philosophy:** Enhance optimum solution
- **Our Slogan:** Enhancing wellbeing

### Objectives:

- ❖ To advocate for eco - tourism and environmental conservation
- ❖ To improve communities' livelihoods through economical easement
- ❖ To foster system strengthening, awareness and advocacy and facilitate exchange of information and dialogue on strategic nutrition issues in Tanzania
- ❖ To support the government efforts on fighting of HIV/AIDS and combat malaria
- ❖ To promote and support adolescent, youth, women and people with disabilities in health and social economic development

*All Correspondence should be addressed to:*

*Executive Director, Community Economic Empowerment and Legal Support (CEELS) House No. 1, Msikitini Street, Mazwi Ward, Sumbawanga Municipal | Tel: +255 686 676 615 P. O. Box 647, Sumbawanga -Tanzania*

*Email: [info@ceelstz.or.tz](mailto:info@ceelstz.or.tz)*



## Project Overview

CEELS, in partnership with The Nature Conservancy's Lake Tanganyika Program, is set to implement a fisheries co-management and freshwater biodiversity protection initiative in Kala ward of the Nkasi District council and Kasanga ward of the Kalambo District Councils. This project aims to empower local communities and stakeholders to effectively manage, protect, and conserve fisheries resources in accordance with the Fisheries Act of 2003.

To achieve these objectives, establishment and operationalization of Co-Management Institutions, commonly referred to as Beach Management Units (BMUs) and Collaborative Fisheries Management Associations (CFMA) will be undertaken. These community-led organizations will unite all stakeholders within the fisheries value chain, including fishers, boat owners, boat builders, processors, and consumers, to collaboratively develop and agree upon best management practices that ensure the sustainability of fisheries resources.

## Position Announcement: MONITORING, EVALUATION, RESEARCH, AND LEARNING (MERL) OFFICER

<b>Job Title:</b>	Monitoring, Evaluation, Research, and Learning (MERL) Officer
<b>Reports to:</b>	Project Coordinator.
<b>Direct report:</b>	Executive Director.
<b>Working Hours:</b>	Full-Time
<b>Location:</b>	Based in Sumbawanga, Rukwa Region, working in Kalambo and Nkasi Districts.
<b>Travel:</b>	Frequent travel to BMUs, wetlands, landing sites, and project communities in the Lake Tanganyika landscape (Kalambo and Nkasi DCs)

### Objective:

*To lead and strengthen CEELS monitoring, evaluation, and learning systems for freshwater, fisheries, wetlands, and livelihood programs by ensuring high-quality data, robust analysis, timely reporting, adaptive learning, and evidence-based decision-making that supports sustainable fisheries, biodiversity conservation, and resilient lake-dependent communities across project sites.*

### A. Roles and Responsibilities:

- i. MEL system design and implementation.
  - Set up and maintain data entry and management systems, including applications.
  - Data governance, backups, access control, version management, and secure storage of socio-economic, biological, and geospatial data
- ii. Data quality, management, and reporting.
  - Coordinate implementation and continuous improvement of project MEL frameworks, indicators, data collection plans, baselines, targets, and reporting tools across supported councils and field sites

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- Routine data quality checks, verification plans, indicator reference sheets, data cleaning protocols, and follow-up actions.
  - Critically review reports submitted by BMUs and partners, validate findings, triangulate field data, and provide timely feedback for performance improvement.
- iii. Evaluation, research, and learning.
- To conduct quantitative and qualitative analyses, interpret data, prepare dashboards, perform trend analysis, and visualize results for management, donor, and partner audiences.
  - Identify data and performance gaps, document risks and data limitations, and support teams to implement corrective actions and follow-up improvements
  - Lead the pause, reflect, and learn for adaptive fisheries management and livelihood.
- iv. Capacity strengthening and partner support
- Train and mentor project staff, BMUs, community monitors, and management on data collection protocols, mobile data tools, ethical data handling, indicator definitions, and data use for decision-making.
  - Conduct regular participatory monitoring site visits to BMUs; review and provide feedback on BMUs' performance. Site visits should verify fisheries co-management performance, community conservation actions, progress in habitat restoration, livelihood adoption, and compliance with project monitoring protocols.
- v. Strategic uses of evidence for conservation and livelihoods programming.
- Prepare a project report include donor reporting, results narratives, lessons learned, case studies, and presentations
  - Support management to interpret results, identify trends, facilitate pause-and-reflect sessions, and make evidence-based decisions for program adaptation, scaling, or course correction
- vi. Other lawful duties as assigned

## **B. Core Competencies**

1. Ability to work independently, travels frequently in field settings, and maintains productive relationships with communities, BMUs, district authorities, donors and technical partners.
2. Strong facilitation, communication, mentoring, and stakeholder engagement skills.
3. High integrity in handling data, confidentiality, and research ethics.
4. Analytical thinking, attention to detail, and strong report-writing skills.
5. Ability to work with fisheries-dependent communities and institutions in remote lake and shoreline environments.

## **C. Conservation and Learning Competencies**

1. Awareness of current issues such as climate resilience, ecosystem restoration, nature-positive livelihoods, and evidence use for policy and advocacy.
2. Ability to integrate gender, youth, social inclusion, and safeguarding considerations into data collection, analysis, and reporting.
3. Ability to facilitate learning agendas, after-action reviews, reflection meetings, and knowledge products that help teams adapt and improve interventions.
4. Understanding of community-based conservation, fisheries co-management, freshwater and wetland ecosystems, biodiversity monitoring, and conservation-livelihood linkages.

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#### **D. Technical Skills and Systems**

1. Understanding of qualitative methods, mixed methods approach, and, where relevant, GIS/spatial data use for conservation monitoring.
2. Ability to manage databases, clean datasets, ensure data quality, and produce dashboards, charts, maps, and concise analytical summaries.
3. Practical experience with digital data collection tools such as Kobo Toolbox, ODK, SurveyCTO, CommCare, or related platforms.
4. Strong command of Excel and at least one data analysis package or platform (such as SPSS, Stata, R, Power BI, Tableau, or similar).
5. Experience working with fisheries, biodiversity, or habitat monitoring datasets is an added advantage.

#### **E. Minimum Qualifications and Experience**

1. Bachelor's degree in Monitoring and Evaluation, Statistics, Economics, Development Studies, Environmental Science, Natural Resource Management, Fisheries, Conservation Biology, Social Sciences, or a related field. A master's degree is an added advantage.
2. Experience in conducting baseline studies, end-line studies, surveys, routine monitoring, data verification, evaluations, and learning reviews.
3. Demonstrated experience in designing log frames, theories of change, indicator matrices, data collection tools, and reporting systems for donor-funded projects.
4. At least 3–5 years of relevant experience in MEL/MEAL for conservation, natural resource management, fisheries, wetlands, climate resilience, or community development programs.

#### **APPLICATION:**

Interested Applicants should send a **hand-written** application letter and curriculum vitae (CV). Applications should be sent via the following email address:

[ceelsrecruitment@yahoo.com](mailto:ceelsrecruitment@yahoo.com)

#### **Addressee:**

**Executive Secretary**

**Community Economic Empowerment and Legal Support**

**(CEELS) P.O.BOX 647,**

**Sumbawanga**

#### **Disclaimer:**

- Deadline: **Friday 29<sup>th</sup> May, 2026** before close of business hours **at 17:00 Hrs**
- Only shortlisted candidates will be contacted
- CEELS reserves the right to re-advertise deemed necessary
- Phone-calls are discouraged
- Potential candidates will undergo a series of vetting process
- Successful candidate is expected to report in **1<sup>st</sup> July 2026**
- Successful candidate should be ready to work in rural areas

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