

The Nelson Mandela African Institution of Science and Technology and WISE - Futures

Employment Opportunity

The Water Infrastructure and Sustainable Energy – Futures (WISE-Futures) is a newly established Centre of Excellence funded by the World Bank under its Eastern and Southern Africa Centers of Excellence (ACE II) Project. ACE II project development objective is to strengthen twenty four selected Eastern and Southern African higher education institutions to deliver quality post-graduate education and build collaborative research capacity in the regional priority areas.

The WISE – Futures aspires:

- a) To provide excellent learning environment for training top-notch Masters and PhD graduates specializing in water, sanitation and energy related fields;
- b) To provide a stimulating research environment for early career researchers to enable them contribute to solving pressing societal problems related to water, sanitation and energy;
- c) To strengthen regional and international research collaboration in order to promote the development of cutting edge solutions to water, sanitation and energy challenges in the region; and
- d) To promote inclusive socio-economic transformation in the region by turning research findings into usable and accessible products for the benefits of society, and industry, and the sustainability of the environment. NM-AIST collaborates with a wide range of national, regional and international partners, and other Centers of Excellence in the Region.

The Nelson Mandela African Institution of Science and Technology (NM-AIST) invites applications from suitably skilled, competent, and experienced individuals for its newly established Centre of Excellence in WISE – Futures to fill the following vacant posts:-

1. Quality Assurance Officer (1 Post)

(a) Qualifications, Knowledge and Essential Attributes:

Minimum of a Bachelor Degree in a relevant discipline: Project Planning and Management, Monitoring and Evaluation, Social Sciences, or any other relevant discipline knowledge in Statistics would be an added advantage. Master's Degree or equivalent preferred. Should have the following Knowledge, Essential Attributes and Experiences:-

- At least 3 years in designing or implementing M&E processes, or a combination of training and experience in a reputable international organization (s)/projects (s).
- Experience and familiarity in designing, managing and /or evaluating projects such as World Bank, EU/AU projects and their policies and procedures
- Comprehensive background in both quantitative and qualitative research methods, including participatory data collection approaches
- Strong organizational and time management skills, self-motivation and ability to work under minimal supervision, including ability to work under pressure to meet deadlines when required.

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- Confidence in dealing proactively with a range of project partners, including academic staff, students and diverse external clients, ability to motivate the team
- Proactive problem-solving skills and a flexible attitude
- Demonstrated commitment to professionalism with gender equality principles. Ability to work in multi-disciplinary and international teams
- Good analytical skills and ability to use essential computer software for data analysis (R for statistics, SPSS, Excel etc)
- Willingness to learn new skills and adapt within the role
- Certified Quality Assurance will be an added advantage including Quality Auditor, Quality Engineer, Quality Improvement Associate, Six Sigma.
- Managing day to day activities related to quality assurance
- Responsible in monitoring and reporting on the quality of education and research activities of the centre is compliant as per the guidelines
- Provide support in identifying training needs and organize training interventions to meet quality standards
- Interpret and implement quality assurance standards in line with project requirements
- Evaluate adequacy of quality assurance standards
- Devise sampling procedures and directions for recording and reporting quality data
- Document internal audits and other quality assurance activities
- Collect and compile statistical quality data, analyze data to identify areas for improvement in the quality system
- Develop, recommend and monitor corrective and preventive actions
- Prepare reports to communicate outcomes of quality activities
- Evaluate audit findings and implement appropriate corrective actions
- Assure ongoing compliance with quality as per project requirements
- Draft quality assurance policies and procedures
- Ensure that the quality assurance checklists/inspections are conducted regularly
- Coordinate and support on-site audits conducted by external providers
- Coordinating audit processes as per the guideline
- Contributing to quality development activities through identifying good practices and development needs arising from the reviews for attention
- Provides substantive guidance on monthly, quarterly and annual reports
- Other duties as assigned by the Centre Management

(b) Responsibilities:

- Keep track of the Centre results framework, and ensure that update information is available on set milestones and deliverables
- Develop a thorough Performance Monitoring Plan (PMP) and oversee its implementation and periodic revision to ensure that the Centre targets are met
- Ensure that the Standard Operating Procedures (SOPs) and guidelines regarding M&E are developed and updated where necessary
- Perform or supervise data collection and analysis according to the project and PMP work plan

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- Maintain, secure and update routinely and systematically a database with all Centre work plan
- Provides data to staff to assist in decision-making
- Ensure that the performance reviews are conducted regularly
- Facilitate ongoing programmatic adaptation, learning and synthesis of best practices
- Provides substantive guidance on monthly, quarterly and annual reports
- Conducts training and coaching for Centre staff to build technical M&E skills, as well as an appreciation for and ongoing use of M&E data for effective implementation
- Provide ongoing training, technical assistance, mentorship, and oversight to all local and international stakeholders and beneficiaries in data collection, data management, and adaptive implantation
- Serves as primary manager of external evaluation processes (formative and summative)
- In collaboration with the Centre Team identify and document achievements and accomplishments of Centre indicators against set performance targets
- Other duties as assigned by the Centre Leadership

(a) Duration of the position:

We offer full time two years contract, with a probation period of six months. The position is renewable but subject to satisfactory performance. Maximum duration is five (5) years but this may be extended, subject to availability of funding.

(b) Package:

A maximum total salary budget (inclusive of Gratuity 25%, Workers Compensation fund of 0.5% and Health Insurance of 3%) will be USD 1,500 per month. The final package will depend on experience and qualifications of the successful candidate.

(e) Duty Station: Nelson Mandela African Institution of Science and Technology [NM-AIST], Arusha, Tanzania.

(f) Reporting to: Centre Director/ Deputy Centre Director / Centre Manager

Mode of Application:

Eligible candidates possessing the above qualifications and attributes are advised to submit their applications including the following:

- A cover letter in which you describe your abilities and motivation,
- Most recent Curriculum Vitae

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- Certified photocopies of relevant certificates and academic transcripts
- Contact details: Telephone, E-mail and Postal Address
- Individuals currently employed in the Public Service should route their applications through their employers

Deadline for application:

Deadline for application is **30th March 2018**. Recruitment will be as soon as possible.

Applications should be sent by either e-mail or via post address and should be addressed to:

Deputy Vice Chancellor-Planning, Finance and Administration,
The Nelson Mandela African Institution of Science and Technology,
P.O. Box 447,

ARUSHA, TANZANIA.

E-mail: wise.admin@nm-aist.ac.tz

Please mention the vacancy position in the e-mail header

Note: Any other correspondence in response to this advertisement will not be dealt with.

Only shortlisted candidates will be contacted through their addresses/e-mails/phones.