

VACANCY ANNOUNCEMENT

Monitoring, Evaluation, Accountability, and Learning (MEAL) Intern

Location: Dar es Salaam, Tanzania

Duration: 1 year

Reports to: MEAL and Compliance Officer

About CAN Tanzania

Climate Action Network (CAN) Tanzania is a national non-governmental organization dedicated to promoting climate resilience, environmental sustainability, good governance, and community empowerment. Through partnerships with government institutions, civil society organizations, development partners, research institutions, and local communities, CAN Tanzania designs and implements evidence-based programmes that contribute to sustainable development and improved livelihoods.

To strengthen its Monitoring, Evaluation, Accountability and Learning (MEAL) function, CAN Tanzania invites applications from dynamic, committed, and passionate graduates for the position of Monitoring, Evaluation, Accountability and Learning (MEAL) Intern.

Position Summary

The MEAL Intern will provide technical and administrative support to the implementation of Monitoring, Evaluation, Accountability and Learning systems across organisational programmes and projects. The intern will assist in project monitoring, data collection and analysis, reporting, documentation of lessons learned, knowledge management, accountability mechanisms, and organisational learning while gaining practical experience in development programming.

Key Responsibilities

Monitoring, Evaluation and Data Management

- i. Support the implementation of organisational and project MEAL frameworks.
- ii. Assist in collecting, verifying, cleaning, entering, and managing project data.
- iii. Support routine monitoring of project indicators and performance targets.
- iv. Participate in data quality assessments and validation exercises.
- v. Assist in maintaining project databases and ensuring accurate documentation of evidence.

Reporting and Knowledge Management

- i. Support the preparation of weekly, monthly, quarterly, and annual reports.
- ii. Assist in documenting project achievements, lessons learned, best practices, and case studies.
- iii. Organise project documentation, datasets, photographs, and means of verification.
- iv. Support the preparation of dashboards, presentations, and data summaries.

Accountability and Learning

- i. Support implementation of community feedback and accountability mechanisms.
- ii. Assist in organising learning events, reflection meetings, and project review sessions.
- iii. Support documentation and dissemination of learning products across the organisation.

Research, Assessments and Evaluations

- i. Participate in baseline, midline, endline, and other assessment activities.
- ii. Support questionnaire development, data collection, data entry, and preliminary analysis.
- iii. Assist in preparing evaluation reports and presentations.

Organisational Support

- i. Participate in departmental planning and coordination meetings.
- ii. Support proposal development through compilation of baseline information and relevant statistics.
- iii. Carry out any other duties assigned by the supervisor in support of the MEAL function.

Qualifications

Applicants should possess:

- i. A bachelor's degree in Statistics, Economics, Development Studies, Public Health, Project Planning and Management, Environmental Science, Social Sciences, Information Systems, Geography (GIS), or another relevant field.
- ii. Graduated within the last two (2) years.
- iii. Basic knowledge of Monitoring, Evaluation, Accountability and Learning (MEAL) principles.
- iv. Understanding of Results-Based Management (RBM), Logical Framework (Log frame), Theory of Change, and performance indicators will be an added advantage.
- v. Basic understanding of donor-funded projects and project cycle management.
- vi. Proficiency in Microsoft Office Suite, particularly Excel, Word, and PowerPoint.
- vii. Familiarity with digital data collection platforms such as KoboToolbox, ODK, SurveyCTO, CommCare, or Microsoft Forms is desirable.
- viii. Basic knowledge of data analysis software such as SPSS, STATA, R, Power BI, Excel Analytics, or GIS applications (QGIS/ArcGIS) will be an added advantage.
- ix. Excellent communication skills in both English and Kiswahili.

Required Competencies

The successful candidate should demonstrate:

- i. Strong analytical and critical thinking skills.
- ii. Excellent organisational and time management skills.
- iii. Ability to write clear and concise reports.
- iv. High attention to detail and commitment to data quality.
- v. Ability to work independently and collaboratively within multidisciplinary teams.

- vi. High level of integrity, professionalism, confidentiality, and accountability.
- vii. Willingness to travel to project sites when required.
- viii. Passion for climate action, community development, governance, and sustainable development.

Application Procedure

Interested candidates should submit the following:

- i. Application letter addressed to the Executive Director, CAN Tanzania
- ii. Updated Curriculum Vitae (CV).
- iii. Copies of certified academic certificates and transcripts.
- iv. Contact details of at least two referees.

Applications should be submitted electronically to:

Email: martha@cantz.or.tz **cc:** contact@cantz.or.tz venture@cantz.or.tz joseph@cantz.or.tz

Subject Line: *Application for MEAL Internship*

Application Deadline: **31st July 2026**

Only shortlisted candidates will be contacted.

CAN Tanzania is an equal opportunity employer. Women, persons with disabilities, and qualified candidates from diverse backgrounds are strongly encouraged to apply.