Exciting career opportunity

Program Analysts

Our Client, a none for profit organization (NGO) working in the health and education and community development sector, is looking for an experienced Program Analyst to join their team.

Reporting to the Operations Director, the Program Analyst is accountable for the overall analysis, evaluation and improvement of programs. This role involves Monitoring & Evaluation, project process improvement, and ensuring the effective reporting of program activities.. Additionally, the position requires collaboration with various stakeholders, including the Ministry of Health, Ministry of Education and Ministry of Ministry of Community Development, Gender, Women and Special Groups to enhance program outcomes and sustainability.

Key roles and responsibilities

- Support the preparation and review of program progress reports and mid-year reviews in collaboration with program directors
- Analyze and evaluate the effectiveness all projects, and make recommendations to improve project outcomes
- Prepare detailed reports and presentations on program outcomes, metrics, and recommendations
- Development of the M&E Plan for all projects, including indicator selection, target setting and reporting
- Work closely with program managers, team members, and external stakeholders to ensure program goals are met
- Document lessons learned and best practices of the Project (development, implementation, and oversight)
- Establish an effective system for assessing the validity of monitoring and evaluation data through a review of activities/installations and review of progress reports submitted by team members responsible for each project
- Work with other program managers to identify risks and opportunities across multiple projects within the department
- Perform other duties as may be assigned by the Operations Director and/or Executive Director.

Academic Qualification

- Bachelor's degree in business administration, public administration, statistics or related field.
- Master's degree in Monitoring & Evaluation or equivalent will be an added advantage.

Experience Required

- A minimum of 3 years' experience in program analysis, data analysis or related role.
- Data Analysis & Interpretation: Ability to work with quantitative and qualitative data to evaluate program effectiveness.
- Monitoring & Evaluation (M&E): Skilled in designing frameworks to track progress and impact.
- Research Proficiency: Capable of conducting literature reviews, needs assessments, and policy analysis.
- Budgeting & Financial Analysis: Understanding of program budgets, cost-effectiveness, and resource allocation.
- Project Management Tools: Familiarity with tools like MS Project, Power BI, or Excel for tracking timelines and deliverables.
- Stakeholder Engagement: Strong ability to collaborate with government agencies, NGOs, educators, healthcare providers, and community members.
- Report Writing & Presentation: Ability to document clear and compelling communication of findings and recommendations to diverse audiences.

Personal Attributes

- Team Collaboration: Ability to work well in multidisciplinary teams (technical experts and field staff).
- Problem-Solving Mindset: Able to identify bottlenecks and propose actionable solutions.
- Attention to Detail: Precision in data handling, documentation, and compliance.
- Adaptability: Comfortable navigating changing priorities, policies, or field conditions (comfortable to travel within the regions)

If your career aspirations match this exciting opportunity, please send your CV and academic certificates to tz-fmtalentrecruit@kpmg.co.tz no later than 26th September 2025, indicating the assignment title on the subject line.

Please note that only shortlisted candidates will be contacted. Shortlisted candidates will be subject to clearance by the Bank of Tanzania