



## **MONITORING & EVALUATION SPECIALIST**

(Reporting to the Deputy Chief of Party)

**(2 years fixed-term contract, renewable)**

This position is required for Soul City's implementation of the United States Agency for International Development (USAID) Mission to Southern Africa (USAID/SA) for a project entitled "*strengthening Local Governance to Improve Gender Based Violence (GBV) Response*".

### **JOB PURPOSE**

To ensure integrity and sound design for the collection of data feeding into the AMEP.

### **KEY RESPONSIBILITIES**

#### **Strategy Development**

- Design, manage and provide regular information as part of the project's AMEP, in order to monitor progress against the project's indicators;
- Schedule and manage internal evaluations with the purpose of ensuring sustainability of best practices identified and gauging project impact;
- Mobilize institutional and project resources, tools, best practices, innovations, technology to deliver a synergistic, evidence based program;
- Advise on the formative research processes to ensure quality evidence based products and processes;
- Collaborate with technical staff to ensure M&E activities are designed and implemented according to industry best practices while being tailored to the local context.

#### **Programming**

- Oversee and ensure the development and implementation of monitoring and evaluation activities for the programme interventions;
- Ensure the coordination of data collection and compilation required for donor reporting;
- Ensure that the reviewing methods for recording, reporting and analyzing progress toward programme/project targets are in place;
- Support the M&E team in ensuring data analysis on project intervention evaluations;

- Oversee the data quality audits internally and with partner organisations;
- Participate in the monitoring and evaluation processes with partners from the NGO, government and academic sectors;
- Conduct training on monitoring and evaluation for Soul City Institute staff and regional country partners, when required;
- Write monitoring and evaluation reports and fact sheets for public dissemination;
- Prepare and deliver presentations at relevant forums and meetings;
- Participate in the design, implementation, analysis and interpretation of evaluation studies to assess if USAID programme interventions have achieved their objectives, as well as, to ascertain the reach and impact thereof;
- In consultation with the Deputy Chief of Staff, prepare papers and articles for conferences, journals, magazines, newspapers, books and website.

### **Stakeholder Management**

- Ensure effective coordination with key stakeholders including government and private sector as well as sub-partners.
- Develop systems to ensure timeous communication and correspondence with both internal and external stakeholders.
- Liaise with important stakeholders in research and M&E and establish and maintain these relations.

### **Financial Management/Governance**

- In consultation with the Deputy Chief of Party prepare the annual budget for relevant programme initiatives.
- Prepare expenditure projections as and when required.
- Monitor monthly actual expenditure against budgets, identify variances and ensure that the necessary follow up action is taken.
- Comply with all financial policies and procedures (including procurement).
- Manage service providers/suppliers in accordance with the terms and conditions of the relevant contracts.
- Undertake spending with due regard to value for money and ensure that service provider pricing is competitive.
- Identify and adequately manage internal and external high level risks to the organisation and programmes.
- Prepare documents and presentations for management, donor and Board requirements.

### **Human Resources Management**

- Take ownership and accountability for all deliverables and responsibilities assigned to the USAID/SA GBV Monitoring and Evaluation Specialist position.
- In consultation with the Deputy Chief of Party, identify own training and coaching requirements to achieve optimal performance.

- Contribute to the development of a committed programmes team with individuals who work well together and provide each other with mutual support, assistance and cooperation.
- Ensure staff at all levels of project implementation are trained and prepared to fulfill their roles in reporting.
- Comply with all HR policies and procedures.
- Participate in the management of programmes teams.

### **General**

- Prepare reports as and when required.
- Prepare the programme M&E plan
- Implementation Budget.
- Schedule of trainings and implementation
- Monthly progress report

### **QUALIFICATIONS AND EXPERIENCE**

- Master's Degree or higher in Public Health, Social Sciences, or other relevant discipline is highly desired;
- Five years (5) of M&E experience working on monitoring, evaluation and research managing data intensive programs, and designing monitoring and evaluation methodologies and tools, with progressively increasing responsibility;
- Knowledge of M&E issues and indicator development for system strengthening/ capacity building and service delivery strengthening;
- Familiarity with PEPFAR indicators and reporting requirements;
- Excellent report writing, analytical and communication skills, including oral presentation skills in English;
- Experience in knowledge management and dissemination of research findings;
- Proficiency in SPSS, Excel, Word and other MS Office software required; and
- Demonstrated expertise in the design and implementation of rigorous quantitative and qualitative research studies, rapid appraisals, etc., and methods for data analysis preferred.

### **COMPETENCIES**

- Deep understanding of development and related policy issues.
- Good understanding of both quantitative and qualitative research
- Able to analyze and evaluate data and information.
- Strategic thinker.
- Sound understanding of public health issues.
- Advanced proficiency in MS Office - including word, excel, Powerpoint and Outlook.
- Excellent English verbal and written communication skills.
- Communication skills in other South African languages would be an added advantage.

- Excellent report writing skills.
- Excellent interpersonal skills.
- Strong planning and organisational skills.
- Good team player.
- Self-motivated, a self-starter and able to work with limited supervision.
- Able to multi-task and prioritise.
- Able to work under pressure and meet deadlines.
- Able to use own initiative and take ownership of his/her tasks.
- Able to analyse and evaluate data and information.
- Able to generate and adapt creative ideas and solutions to improve performance.
- Ability to work independently and as a team player and to work accurately under pressure, giving
- Attention to detail and maintaining a high standard of professionalism;
- Valid Driver License.
- Own transport.

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**APPOINTMENT IS DEPENDENT ON SUCCESSFUL APPLICATION OF THE USAID RFA**

**Local South African candidates are strongly encouraged to apply**

**CLOSING DATE FOR APPLICATIONS: WEDNESDAY, 10<sup>TH</sup> JANUARY 2018, 16h30.**

**PLEASE FORWARD YOUR CV AND COVER LETTER TO:**

**[recruitment@soulcity.org.za](mailto:recruitment@soulcity.org.za)**