



Job Location: Bloemfontein  
Employment type: contract  
Job title: Monitoring & Evaluations Officer  
Remuneration: Market related  
Vacancy: 1  
Closing Date: 25 July 2023

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#### **Duties and Responsibilities**

- Develop a robust M&E system to capture and report high-quality, timely, valid, and verifiable data on programmatic results to the Principal Recipient (PR).
- Support the development of grant work plan, data collection tools, standard operating procedures (SOPs) and tracking progress against the set targets.
- Oversee data collection, validation, collation, storage, analysis, interpretation, visualisation, and reporting data collected in facilities and community levels.
- Conduct data analysis, writing of monthly donor reports, and review of the results and learning sections of program reports in collaboration with program staff, before submission to the PR and ensuring full compliance with the M&E data quality requirements and timely submissions of reports.
- Provide high-level M&E technical assistance on data analytics, reporting and data utilization for decision making to the district, sub-district and facility levels through mentorship and training.
- Periodically, conduct review of data collection tools and collection processes to align with the program.
- Develop an internal OSDV assessment calendar, and lead on these assessments.
- Ensure that FSRS programmatic activities both include and adhere to Global Fund monitoring and evaluation protocols and policies.
- Supervise the M&E team to ensure that all performance data as submitted by interventionists is verified and confirmed per reporting schedules.
- Ensure accurate and timely submission of reports required for periodic grant reporting.
- Periodic review of all safe-space reports for accuracy.
- Conduct monthly field supervision visits to field offices to verify reported results on *weekly update reports*.
- Management, training and supervision of the M&E Officer, M&E Coordinators and Data Quality Officers (DQOs).
- Perform any other duties as assigned by the Program Director.

#### **Qualifications and Experience**

- At least 3 years of progressively responsible and directly relevant experience in monitoring and evaluation of HIV prevention and response programs.
- Outstanding and effective oral communication and writing skills.

- Extensive experience with monitoring program implementation using quantitative qualitative and approaches.
- Experience using relevant data analysis packages and database management systems.
- Experience in developing and coordinating data collection, processing, and analysis systems.
- Demonstrated capacity to work effectively with teams.
- Proven capacity to facilitate coordination amongst a diverse range of staff and stakeholders.
- Strong management skills.
  
- Excellent people skills at all levels, cultural sensitivity, ability to work well under pressure, negotiate diplomatically, and the ability to work well in a multicultural and multidisciplinary.

**Benefits Provided : None**

**CVs can be hand delivered at-**

**Location:** 44 Wes Burger Street, Library House Building opposite public Library, Office 410. **OR can also be emailed to:** [recruitment@fs-rainbowseeds.org.za](mailto:recruitment@fs-rainbowseeds.org.za)

For more information/Enquiries call >

**HR Officer: Mrs Nontlantla Mokoneyane OR Program Manager Mr Thabiso Chaka at: 051 430 1023**

**NB!!Applicants who have not been contacted within 2 weeks of the closing date should assume that their application has not been successful. FSRS is an equal opportunity employer.**