



SENIOR MANAGER: MONITORING & EVALUATION

(Reporting to the Executive: Programmes)

(2 years fixed-term contract, renewable)

JOB PURPOSE

To plan, lead and oversee the research, monitoring and evaluation activities of all Soul City Institute programme interventions.

KEY RESPONSIBILITIES

- In consultation with the Executive: Programmes, develop a strategy and project plan for the implementation of monitoring and evaluation activities for Soul City Institute programme interventions, campaigns and regional campaigns;
- To provide strategic guidance to the M&E teams
- Lead on the design, implementation, analysis and interpretation of evaluation studies to assess if Soul City Institute programme interventions have achieved their objectives, as well as, to ascertain the reach and impact thereof;
- Lead on the formative research processes to ensure quality evidence based products and processes
- Liaise with important stakeholders in M&E and establish and maintain relations
- Conduct analyses on data collected to evaluate Soul City Institute interventions, and supervise post-graduate students to conduct such analyses;
- Provide specialist input into the design of monitoring and evaluation systems;
- Disseminate results from evaluation studies nationally, regionally and globally;
- Provide timeous feedback on the results of evaluation studies to enhance the effectiveness of programming;
- Keep abreast of national and international monitoring and evaluation techniques and integrate such into the organisation's monitoring and evaluation systems to enhance the effectiveness thereof;
- In consultation with the Executive: Programmes, prepare the annual budget for all monitoring and evaluation activities;
- Prepare documents and presentations for management, donor and Board requirements;
- Effectively direct, guide and manage the Monitoring & Evaluation Manager;
- Prepare and deliver presentations at relevant forums and meetings; and
- Prepare papers and articles for conferences, journals, magazines, newspapers, books and websites.

Stakeholder Management

- Build and support strategic partnerships with key stakeholders and ensure stakeholder satisfaction.
- Manage the relationship with allocated donors

- Ensure that reports to the donors are up to the agreed standards and correspond with the financial reports before submitting to donors
- Ensure donor reports are submitted on time.

Financial Management/Governance

- In consultation with the Executive: Programmes monitor and facilitate the media budget.
- 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 Board and donor requirements.

Human Resources Management

- Develop the capacity of the Division team to ensure that they have the necessary knowledge and skills to perform his functions optimally.
- Contribute to the development of a committed team with individuals who work well together and provide each other with mutual support, assistance and cooperation.
- Comply with all HR policies and procedures.
- Ensure that all members of the team comply with HR policies
- Participate in the management of the organisation and allocated forums and committees.

General

- Prepare reports as and when required.
- Prepare and deliver presentations at relevant international and local meetings and forums.
- Prepare papers and articles for conferences, journals, magazines, newspapers, books and websites.

QUALIFICATIONS AND EXPERIENCE

Minimum requirements

- A post graduate degree or an equivalent qualification in research, public health, development studies or epidemiology;
- Experience in research and monitoring and evaluation of health related projects and programmes;

- At least 5 years experience in quantitative research in a health related field;
- Experience in data analysis of health related data At least 3 years' experience managing budgets and finances in excess of R3 million per annum; and
- Minimum of 5 years' experience at a managerial level, including managing teams.

Additional requirements (advantageous but not essential)

- Experience in writing and presenting papers at national and global conferences;
- Experience in social and behaviour change communication; and
- Training/teaching experience.

COMPETENCIES

- Sound knowledge of public health.
- Sound project management skills and understanding of project management processes and methodologies.
- Able to analyse and evaluate data and information.
- Excellent report writing skills.
- Excellent interpersonal skills.
- Strong planning and organisational skills.
- Good presentation skills.
- Advanced proficiency in MS Office - including word, excel, PowerPoint and outlook.
- Good team player.
- Self-motivated, a self-starter and able to work with limited supervision.
- Able to generate and adapt creative ideas and solutions to improve performance.
- Able to multi-task and prioritize.
- Able to work under pressure and meet deadlines.
- Able to use own initiative and take ownership of his/her tasks.
- Excellent English verbal and written communication skills.
- Communication skills in other South African languages would be an added advantage.
- Knowledge of the edutainment development process would be an added advantage.

THIS IS AN INTERNAL & EXTERNAL ADVERT!

CLOSING DATE FOR APPLICATIONS: THURSDAY, 18TH JANUARY 2018, 16h30.

PLEASE FORWARD YOUR CV AND COVER LETTER TO:
recruitment@soulcity.org.za