

## VACANCY

<b>Job title:</b>	Technical Lead: Monitoring and Evaluation – WRHI – CDC
<b>Type:</b>	Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input type="checkbox"/>
<b>Main purpose of the job:</b>	To lead the formulation of the monitoring and evaluation strategy in line with programme and organizational objectives and oversee all monitoring and evaluation plans, reports and activities of the project within the designated geographical area.
<b>Location:</b>	Ekurhuleni
<b>Closing date:</b>	15 October 2021
<p>In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto. Our Organisation maintains a Mandatory COVID-19 requirement and as such only COVID-19 Vaccinated incumbents will be considered for positions.</p>	

### Key performance areas

- Lead the development and implementation of monitoring and reporting systems that provide prompt real-time data analytics and performance reporting for program management and donor compliance
- Oversee all activities of the monitoring and reporting portfolio
- Develop M&E plans and strategy within national and/or donor guidelines
- Communicate the Wits RHI M&E strategy to all relevant stakeholders
- Lead technical meetings with internal & external stakeholders.
- Provide guidance towards appropriate collection and reporting of routine and ad hoc district data and data management
- Provide M&E technical assistance, as required to Wits RHI projects and stakeholders
- Develop and implement systems to identify gaps and improve data quality of the programme
- Identify and implement efficiencies in data collection, compilation, review, reporting, feedback and action plans
- Comply to requests for information emanating from PEPFAR or the funder
- Coordinate and ensure the compilation and submission of high quality, accurate and timeous monitoring and evaluation reports
- Identify areas in the supported district's M&E and data management system that need to be strengthened to ensure effective implementation of the institute's technical strategy and in support of donor and DoH priorities
- Identify training needs of the Wits RHI district team and DoH stakeholders
- Liaise with relevant teams to address training needs and implement training interventions
- In conjunction with the relevant capacity development team, monitor the delivery and quality of training at the district level.
- Identify opportunities for, and conduct M&E-related operations research (including evaluations) at sites/ projects supported by the institute
- Where applicable, contribute to the writing of grant proposals, protocols and ethics applications in order to fund and carry out relevant research
- Ensure appropriate communication/ feedback of research findings to stakeholders
- Produce publications and/or reports relating to research
- Produce abstracts and conference presentations
- Contribute to the compilation of non-research related reports.
- Act as the first point of contact for APACE M&E for stakeholders, donors and internally where appropriate
- Provide M&E support for RFAs (when applicable)

- Contribute to the preparation for donor evaluations/ audits of Wits RHI (when applicable)
- Support district with target setting initiatives
- Attend to all staffing requirements and administration.
- Supervise and manage the duties of subordinates to ensure optimal staff utilisation and maintenance of sound labour relations.
- Set and review work plans.
- Perform and facilitate performance development and assessments.
- Identify substandard performance by team members and take necessary corrective action.
- Coach and train subordinates and team members to ensure the acquisition of knowledge and skills required by the organisation.
- Promote harmony, teamwork and sharing of information.
- Take ownership and accountability for tasks and demonstrates effective self-management.
- Follow through to ensure that quality and productivity standards of own work are consistently and accurately maintained.
- Maintain a positive attitude and respond openly to feedback.
- Take ownership for driving own career development by participating in ongoing training and development activities such as conferences, workshops etc.
- Proactively builds relationships with other technical heads and readily offers support to colleagues within the Institute.
- Communicates proactively, frequently and clearly with other colleagues.

### **Required minimum education and training**

- Masters or Postgraduate degree in appropriate discipline
- Proficiency in Microsoft office.

### **Desirable additional education, work experience and personal abilities**

- Qualification or training in monitoring and evaluation systems.
- Qualification or training in information systems or health management information systems.
- Experience working in a donor-funded environment and thorough knowledge of PEPFAR reporting systems.
- Specialized knowledge and demonstrated expertise in the area of monitoring and evaluation and data management.
- Demonstrated leadership, management and change management ability, including the ability to manage a diverse team.
- Demonstrated history of influencing positive change with external stakeholders and developing and maintaining relationships at all levels of Wits RHI and partner organizations.
- Positive, energetic team leader with an ability to adapt to complex situations, manage stress, and deliver goals pro-actively.
- Organized with a thorough and accurate approach to work.
- Attention to detail.

### **Required minimum work experience**

- A minimum of 10 years of experience in monitoring and evaluation and a minimum 5 years' senior management experience of complex projects.

### **Demands of the job**

- National travel will and overtime may be required from time to time.
- Must be contactable after working hours.
- May be required to work at sites that are under resourced and operate in a highly pressurised environment.



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### **Communications and relationships**

- Maintain effective working relationships with Senior Management and Wits RHI staff at all levels.
- Communicate effectively with all external stakeholders such as donors, Department of Health (DoH), media, medical and academic institutions, community and other partner organisations.

Should you be interested in applying for this vacancy, please apply via the link on the career page. Please include the following documentation:

- ID/Passport, Qualification, CV and Vaccination card.