

Ndlovu Care Group is a South African NGO based in a rural environment, Elandsdoorn, Limpopo Province which provides comprehensive integrated Health, Child Care & Community Development and Medical Research services as part of a large scale development program

Visit our website www.ndlovucaregroup.com

Monitoring, Evaluation & Reporting (MER) Manager

JOB PURPOSE:

Oversee the M&E strategies for key projects within Ndlovu Care Group (medical, childcare and community development Programs) and production of all reporting products, including written reports and Power Point presentations. Contribute to the design and implementation of surveys

MAIN DUTIES AND RESPONSIBILITIES:

- Participate in the design of the M & E strategy, planning and implementation for Ndlovu Care Group;
- Develops and implements M&E work plans and log frames for all projects
- Participate in the program(s) implementation planning and review meetings
- Advise on setting appropriate indicators and strategies for data collection, verification, collation, analysis and reporting for the various projects
- Assists with opportunities for M&E future funding & participate in the development of grant concept notes/proposals
- Customize core competency best practices in M&E
- Responsible for best practice learning write-up and presentation
- Oversees and assists with the analysis of program data and works with senior management in the preparation of key reports for key Funders
- Implement proper Data verification management
- Provide M&E technical assistance, strategic guidance, training and practical support to staff
- Manage the programme's M&E and data team by closely monitoring data quality by means of routine and periodic data quality assessments;
- Support external evaluations or reviews conducted by foreign donors

MINIMUM REQUIREMENTS:

Essential qualifications:

- Post graduate Degree in statistics, public health, social sciences, behavioural sciences, or related field
- Advance level in computer literacy including Excel and Access including Microsoft Office suite and database applications
- Strong knowledge on HIV/AIDS and Child Care Services
- Proficiency in English and local language on site

Job related experience (no. of years):

- 3-5 years' experience in managing HIV/AIDS and Child Care Services related data including data quality and assurance in an(NGO - Public health sector)
- 5 years' experience in working with data/M&E systems
- 2 years' experience in managing staff

Person specification:

Experience in:

- Strategic planning approaches, including logical framework
- M&E methods (including quantitative, qualitative and participatory)
- Planning and implementation of M&E systems
- Knowledge of databases including SPSS, STATA and TIER.Net
- Familiarity with DoH data/M&E systems (from patient-record level to DHIS level), will be an advantage

Candidates should submit their motivation letter and detailed CV to HR Administrator Anita Foulds, at fax number 013 262 3498 or by e-mail to recruitment@ndlovu.com

Please note that if you have not had a response from us within 7 days after the closing date of this advert, you can deem your application as unsuccessful.

Closing date: 31 January 2019