



Job Title: M&E Specialist

Position duration: 01 March 2021 to 30 June 2023

Location: Pretoria

Organisational Background

Centre for Communication Impact (CCI) is a non-profit South African organisation based in Pretoria. We aim to be a centre of excellence in Strategic health and development Communication programmes that are centred around meaningful Community Engagement.

Position Summary

Working under the direct supervision of the Chief of Party, the M&E Specialist will provide technical leadership on the design, management, and generating of regular strategic information as part of the project's Activity Monitoring, Evaluation and Learning Plan (AMELP), which will be used to monitor progress against the project's indicators. The M&E Specialist will be responsible for ensuring integrity and sound design for the collection of data feeding into the AMELP. The Specialist will also schedule and manage internal project assessments and evaluations with the purpose of ensuring sustainability of best practices identified and gauging project impact. The M&E Specialist will ensure staff at all levels of project implementation are trained and prepared to fulfil their roles in reporting.

This Position Reports to the Technical Director.

Key Responsibilities:

- Develop the M&E plans for the GBV project and ensure the documentation of project results and emerging lessons.
- Monitor and advise on the compliance of the GBV project with USAID's rules and regulations and performance monitoring tools including the periodic review of the CLA plan and monitoring of dashboards and identify the remedial actions.
- Participate in the preparation and update of the Annual Implementation Plan and AMELP and consolidate the GBV project's quarterly reporting of results to USAID.
- Develop suitable and innovative solutions and tools for improving GBV project implementation and act as the lead organiser of quarterly review sessions.
- Perform quality control of: (i) project documentation, and (ii) strategic products developed by project partners (both strategic and community partners).
- Ensure the application of Results Based Management approach in all project activities and ensure the development of a monitoring framework with measurable indicators.
- Develop and update SOPs for the M&E processes based on CCI and USAID tools and instruments.
- Conduct M&E capacity assessments and provide coaching and on-the-job-training of community partners on project development cycle, M&E, Results Based Management, and modalities of implementation.

- Liaise with USAID M&E team and GBV project strategic partners for the clarification of issues pertaining to implementation modalities, qualitative assessments, and documentation of programme results; and
- Perform other relevant duties as assigned by the Chief of Party and Deputy Chief of Party.

Job Requirements:

- 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 USAID indicators and reporting requirements.
- Excellent report writing, analytical and communication skills, including oral presentation skills.
- Experience in knowledge management and dissemination of research findings.
- Proficiency in SPSS, Excel, Word, and other MS Office software required.
- Demonstrated expertise in the design and implementation of rigorous quantitative and qualitative research studies, rapid appraisals, etc., and methods for data analysis preferred.
- English fluency is required and communication skills in other South African languages would be an advantage.
- Valid Driver's License, and ability to travel within South Africa.

To Apply:

Should you be interested please should forward a motivation letter together with an updated CV to CCI Human Resources at jobs@ccisa.org.za, no later than **22 January 2021, Friday**, by close of business.

Due to the volume of applicants, should you note receive feedback within 2 weeks of the closing date, please regard your application as unsuccessful.