



Job Title: Monitoring and Evaluation Junior Officer

Position duration: 15 January 2021 to 30 September 2021

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

The role of this position is to support Monitoring and Evaluation (M&E) activities in the sub-districts of Gauteng (City of Johannesburg and Sedibeng) and work closely with the M&E and QI Officer to ensure timely collection, review, analysis and submission of data and narrative reports and tracking of activities for the Community Responses project in the sub-districts of Gauteng (City of Johannesburg (COJ) and Sedibeng).

This Position Reports to the M&E and Quality Improvement Officer.

Key Responsibilities:

- Support the monitoring and evaluation of the implementation of Community Responses activities across all the supported sub-districts to ensure quality data management processes
- Work with the M&E and QI officer to ensure timely collection, review, analysis and submission of data and narrative reports (weekly, monthly, quarterly, and annually) and tracking of activities and progress towards achievement of annual targets
- Assist with the compilation of programme data and narrative reports for programme review
- Participate in Routine Data Quality Assurance (RDQA) sessions and ensure that findings are shared with the programme team
- Work with Community partners M&E Managers/ Officers to ensure that all the program data are captured accurately into the Salesforce M&E database and perform data capture where and when required
- Ensure that all M&E documents are properly filed & readily available
- Perform other duties as may be required by the Supervisor and/the M&E Unit/or Senior Advisor M&E

Job Requirements:

- Minimum of National Diploma or bachelor's degree or Bachelor of Technology in health or social sciences or science or another relevant degree/national diploma
- A minimum of 1 year of experience working in public health/ social development or other relevant development programme

- An understanding of and knowledge of mathematical literacy

Competencies:

- Proficiency in Excel, Word and PowerPoint MS Office software required
- Excellent verbal, written, and interpersonal skills
- Willingness to learn
- Communication skills in other South African languages will be an advantage

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 **12 January 2021, Tuesday**, by close of business.

Due to the volume of applicants, should you not receive feedback within 2 weeks of the closing date, please regard your application as unsuccessful.