

INTERNATIONAL PLANNED PARENTHOOD FEDERATION (IPPF)
(Africa Region Office)

JOB DESCRIPTION

JOB TITLE:		DIVISION:	
Monitoring and Evaluation Officer (Because We Can Project – Amplify Change)		Strategy, Performance and Organisational Development (SPOD)	
LOCATION:	RESPONSIBLE TO:		CLOSING DATE:
Cape Town/Johannesburg South Africa (Partners in Sexual Health)	Technical Manager, Performance, Knowledge and New Technology		19 April 2019
1. JOB PURPOSE			
The Monitoring and Evaluation Officer (M&E Officer) undertakes to set up all monitoring and evaluation systems of the Amplify Change Project. The position supports monitoring and evaluation of the effects and impact of the project; assist in coordinating across the available components of the Project to ensure effective implementation of M&E/Management Information System (MIS); assist the project personnel with M&E tools and in supporting them in their use.			
2. KEY TASKS			
<ul style="list-style-type: none">• Support all M&E initiatives of the Amplify Change Project.• Provides Monitoring and Evaluation (M&E) services and documentation of Amplify Change Project results.• Support Amplify Change Project Coordinator and Management in reviewing donor reports to ensure high quality reports are submitted on time.• Assists management in establishing log frames, M&E work plans, and targets throughout project implementation.• Review and analyse weekly reports to identify the causes of potential bottlenecks in project implementation and to enhance quality of reporting.• Develop and strengthen planning, monitoring and evaluation procedures.• Monitor all Amplify Change Project activities, expenditures and progress towards achieving the projected outputs.• Develop output, outcome and impact indicators for the project success.• Monitor the sustainability of the project's results.• Provide feedback to management on project strategies and activities.• Conduct capacity assessment on existing monitoring and evaluation systems.• Provide inputs, information and statistics for quarterly, annual and other reports to management.• Participate in annual project reviews and planning workshops and assist management in preparing relevant reports.• Support monitoring and evaluation of the effects and impact of the project.• Assist in project coordination to ensure effective implementation of M&E systems.			

3. RESPONSIBILITIES
<p><i>a. staff responsibilities carried out by the job holder.</i> The post holder oversees monitoring and evaluation and provides regular feedback to management.</p> <p><i>b. financial responsibilities carried out by the job holder.</i> The post holder coordinates and aligns programme activities to the assigned budgets.</p> <p><i>c. advisory responsibilities carried out by the job holder.</i> The post holder advises management on the programme indicators, progress and the implementation compliance.</p>
4. EDUCATION & QUALIFICATIONS
<ul style="list-style-type: none"> • Degree in Statistics, Public Health, Health Economics or related field of study. • Experience in monitoring and evaluation is desirable. • Capacity to produce high-quality briefs and reports.
5. PROVEN ABILITY
<ul style="list-style-type: none"> • Should have a minimum of five years relevant work experience in monitoring & evaluation of donor funded programmes.
6. SKILLS
<ul style="list-style-type: none"> • Good level of proficiency in Windows Excel. • Strong quantitative and qualitative analysis skills, with proven ability to work with data software packages. • Ability to design M&E tools, surveys, surveillance systems, and evaluations. • Demonstrated ability to train and build capacity of others. • Excellent in command of English. • Experience in a non-governmental organisation (desirable). • Very good written and verbal communication skills. • Able to work with minimum supervision and guidance, working under pressure and meet deadlines. • Very good interpersonal and organisational skills.
7. PERSONAL COMPETENCE
<ul style="list-style-type: none"> • Cultural sensitivity. • Supportive of a woman's right to choose and to have access to safe abortion services. This is an occupational requirement of this post. • Willing to travel within, and outside the Region.

Interested persons for the above position are requested to submit a CV including three referees and cover letter indicating educational background, experience, skills and why you think you are the best candidate for the position to: hroffice@ippfaro.org and humanresources@psh.org.za

Feel free to visit our website: <https://www.ippfar.org/jobs-and-opportunities>