



MONITORING, EVALUATION AND LEARNING OFFICER

Sisonke National Movement in South Africa seeks an organised, self-motivated Monitoring, Evaluation and Learning Officer to be part of our team. The successful applicant will serve as the M, E&L for the Sex Work Movement in South Africa. The position is based at head office in Johannesburg, but may require travel within the different provinces of South Africa.

PURPOSE

The M, E&L officer is responsible for overseeing all monitoring and evaluation aspects of the Outreach Foundation. This includes – inter alia-baseline, midterm and follow up surveys, quantitative and qualitative data collection as well as quality assurance of project activities. The M, E&L Officer writes donor reports and doubles up as a content editor with regards to all donor reports due.

DUTIES

The Monitoring, Evaluation & Learning (M, E&L) Officer will support data collection, cleaning, validation and visualization for the Activities in South Africa working with key population. The role will include database maintenance, implementation of new components of routine data collection (by adding to the existing database) and managing users' privileges.

The incumbent will work closely with the Data Collectors and Data Capturer. The M, E&L Officer will work collaboratively with all members of the program team and will coordinate with staff throughout various Sisonke programmes and focused on Monitoring, Evaluation & Learning.

TRAVEL:

- Availability to travel within South Africa.

BEHAVIOURAL:

- Relating and networking
- Persuading and influencing
- Presenting and communicating information
- Information gathering and problem analysis
- Planning and Organizing
- Verbal and written communication
- Impact

VALUES

- Passion
- Integrity
- Reliability
- Compassion - Empathy
- Positivity

QUALIFICATIONS AND REQUIREMENTS:

- Qualification in Management Information Systems, Research, M, E&L or related field with minimum of 3 – 5 years' experience in the design and implementation of M, E&L in projects or 1-3 years of experience in management and utilization of program data (preferably public health related programming)
- Experience managing (cleaning, entering, aggregating and generating reports from) data using database platforms; Knowledge of database platforms (high-functioning user level required, developer skills not required)
- Experience preparing donor, general audience, and other reports
- Strong data visualisation skills with an ability to design clear and attractive presentations and other communication documents, including training manuals
- Experience in contributing to the overall strategic planning of an NPO organization.
- Experience with capacity building on M, E&L subjects & key population group.
- Advanced Excel skills and quantitative analysis, knowledge of word processing, spreadsheet software, and data processing
- Excellent interpersonal skills
- Ability to work effectively in a multicultural and multidisciplinary team.
- Fluency in English is required; knowledge of other local languages is an advantage

Send your application by **Friday 25 August, 2023** to hr@sisonke.org.za