

**MONITORING & EVALUATION MANAGER: North-West Province**  
**REF: NW-PRGM005**

**WHO IS HIVSA**

HIVSA is a non-for-profit company established in 2002 and is a strategic partner of Provincial Department of Health and Social Development. We innovatively transform and empower individuals, socio-economic and health challenges that burden communities.

**MAIN PURPOSE OF THE ROLE**

The overall purpose of the M&E Manager (CAFHE) is to be responsible for managing the MERL (Monitoring, Evaluation, Reporting and Learning) activities for the CAFHE program. This role is also responsible for the implementation of the M&E framework and tools, and ensuring accurate reporting from implementing sites, which includes data quality assurance participant validation, implementation of quality improvement, and monitoring the inclusion and validation of the quota for the program. The role is responsible for the performance management and supervision of the M&E team; as well as close collaboration with the CAFHE Project managers, partners, and stakeholders.

**Minimum Requirements:**

**Education:**

- Minimum of a bachelor's degree in public health, Development Studies, Social Sciences, Statistics, Health Informatics, Information Management, or Data Management and Health Information Systems, or a related field.
- A post graduate qualification in M&E would be desirable.

**Experience:**

- Minimum of 5 years' experience in an M & E managerial role in the health, and preferably HIV/AIDS sector.
- Experience in program M&E, including the development and implementation of M&E plans, systems, procedures, and policies.
- Experience in managing and building M&E capacity including training, mentoring, coaching and supportive supervision of field-based data management teams.
- Must have demonstrated experience and skills strengths in working with data and numbers, building capacity and relationships with sub-partners and staff.
- Ability to produce clear geographical representations and data visualization of public health data especially HIV/AIDS.

**Competencies / Skills / Attributes / Knowledge:**

- Strong attention to detail, analysis and research orientation.
- Excellent report writing, analytical and oral presentation skills.
- Demonstrated working knowledge of South Africa's health and social service information systems and monitoring and evaluation processes.
- Strategic thinking and problem-solving skills with the focus on innovation and continuous improvement.
- Excellent communication skills, both written and verbal.
- Good time management skills, ability to prioritize tasks and work towards deadlines and work under pressure.

**Working Environment:**

- The role is based in the Northwest Province, the incumbent may be required from time to time, to attend meetings at HIVSA's Head Office located in Aeroton, Johannesburg.

Company Registration Number: 2002/006774/08 | PBO Number: 930016997, NPO Number: 141-568 |  
Website: [www.hivsa.com](http://www.hivsa.com) | Facebook: HIVSA | LinkedIn: HIVSA |

Directors: J Chinkumbi, (Chairperson), YP Naidoo (CEO), L Nachito, NC Mohajane, S Mohamed

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- Follow a hybrid model of remote and office-based attendance as per company policy.
- Participate in high level on-site based activities to support program and implementation which include donor or other stakeholder site visits.
- May be required from time to time to travel to events outside of the normal office environment.
- May be required from time to time to participate in events and sessions outside of normal working hours.

### Additional Organizational Requirements:

- Valid driver's license required, and an active driver.

### Key Performance Areas:

- **Strategy** - To provide overall strategic and managerial leadership for the program in collaboration with major stakeholders.
  - Design the M & E framework, tools, and workplace activities for the program in collaboration with stakeholders.
- **Financial Management** - Ensure sub-partner and other sub-partner budgets on reports are accurate, update and submitted timeously.
- **Stakeholder Engagement and Management** - Establish and maintain open and regular communication (and feedback) with all relevant program stakeholders, funders, and partners by using up to date HIVSA achievements to foster opportunities.
- **Product and Services** - Manage the implementation of the MERL framework and plans.
  - Management of data quality assurance plans and activities
  - Data Management and reporting
- **Internal Organisational Processes** - Collaborate with all team members within CSS and HIVSA to foster program integration.
- **People Culture** - Responsible to build an engaged and committed culture within HIVSA committed to the values and mission of the organization.
  - Manage the team and their performance to support the achievement of program objectives.

### HOW TO APPLY

- Candidates that meet the requirements and are interested in the position should send motivation letter and CV with three contactable referees to:  
The HR Manager, HIVSA, e-mail: [hr@hivsa.com](mailto:hr@hivsa.com). Use **Ref Nr: NW-PRGM005** in Subject line.
- **Closing date for application: 3<sup>rd</sup> June 2024** (Whilst all applications will be carefully considered. Only shortlisted applicants will be interviewed. If you do not hear from us within 21 days of the closing date, this will mean that your application has been unsuccessful.)
- **Compliance:** Kindly provide current and relevant references for background checks. All appointments are subject to the preferred candidates obtaining the necessary security clearance, reference checking and competency assessment.
- **EE:** We embrace employment equity and are committed to the achievement of fair and equal representation of our workforce. **Preference will be given to applicants residing in the Northwest Province and candidates from previously disadvantaged backgrounds.**

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