

**MONITORING, EVALUATION AND REPORTING SPECIALIST: JOBS FUND
(3 Posts)**

Ref (G001/2015)

Salary: R532.278.00 – R964 902 per annum (All including package)

Three (3) year fixed term contract

PRETORIA

Purpose

To promote the utilisation of results-based monitoring and measurement in the fast-tracking of Jobs Fund reporting mechanisms and the development of processes and procedures for accurate monitoring and evaluation results.

Key Outputs

Monitoring, Reporting and Measurement:

- Enhance results-based monitoring and measurement and integrate in the planning phase of all projects
- Provide technical support in the design and development of results chains
- Design Baseline assessments of projects
- Propose monitoring of measurable systems in job creation;
- Review project reports and disseminate data

Client Liaison:

- Liaise and engage with Jobs Fund stakeholders on issues of evaluation and learning

Learning and Support:

- Analyse and synthesise evaluation reports and disseminate
- Conduct awareness sessions on results based monitoring, reporting and measurement tools
- Disseminate learnings from case studies

Research and development of processes:

- Embark on research and benchmark projects with established international institutions on best practices pertaining to monitoring, and evaluation.
- Provide a platform and mechanism for change in the dissemination and interpretation of information, for utilisation internally and externally

Database Management and Evaluation:

- Develop and maintain tools in support of the monitoring, evaluation and reporting on projects for records purposes and future references
- Monitor the evaluation of reports and keep record of discrepancies and oversights for enhancement of processes and procedures.


Qualifications:

- Honours/Degree in Development, Public Administration, Economics and related fields or 6-8 years' experience in monitoring, reporting and evaluating projects/ programmes

Experience:

- Enhance results-based monitoring and measurement and integrate in the planning phase of all projects;
- Knowledge of questionnaire design & development of review instruments;
- Provide technical support in the design and development of results chains;
- Design Baseline assessments of projects;

- Propose monitoring of measurable systems in job creation; and
- Knowledge and experience in collating and analysing quantitative data for reporting and dissemination

The Government Technical Advisory Centre (GTAC) is an equal opportunity employer and encourages applications from women and the disabled in particular. Our buildings are  to disabled persons.

As per the DPSA directive approved by Cabinet on 18 February 2015, all shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job.

Applications should be accompanied by a comprehensive CV and originally certified copies of qualifications and ID. Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to the Recruitment Administrator: GTAC, Private Bag X115, Pretoria 0001 or to the e-mail recruit@gtac.gov.za Closing date 28 April 2015 at 12h00, *no late applications will be accepted.*

Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

If you have not received feedback from the GTAC within one (1) month of the closing date, please regard your application as unsuccessful.

