



## **Vacancy: FutureLife-Now Monitoring and Evaluation Coordinator**

MIET AFRICA requires a Monitoring and Evaluation Coordinator to coordinate the monitoring and evaluation efforts of the regional FutureLife-Now programme. The M&E Coordinator will work closely with the Monitoring and Evaluation Specialist and the Programme Manager in ensuring the monitoring and evaluation activities are implemented accordingly and that the information collected is useful to the project team. This is a part-time position, commencing 1 July 2019 and ending 31 December 2019. The successful applicant will be based at MIET AFRICA's head office in Durban, South Africa.

### **Key Performance tasks**

- Assist the M&E specialist with the ongoing monitoring and evaluation activities implemented across the participating countries
- Train in-country data collectors and programme implementors on M&E plan and requirements
- Liaise with biometric data system service provider to ensure smooth functionality of system
- Analyse data and provide summary of data to Programme Manager and M&E Specialist as needed
- Assist in development of instruments and questionnaires to be used in field
- Assist in collating and preparing information for reports to funders and stakeholders

### **Requirements**

- Relevant tertiary qualification
- Minimum 5 years experience working in the development sector
- Knowledge and experience of the education and/or health sectors
- Sound knowledge and experience in monitoring and evaluation practices including evaluation design, data collection, data monitoring and data analysis
- Ability to establish and maintain good working relationships with government and non-government partners at all levels
- Good organizational skills
- Excellent communication skills, both verbal and written
- Good computer skills (word, excel and powerpoint); knowledge of data analysis packages preferred

### **Interested applicants should email the following documents:**

- 1) A letter of application, clearly stating "FutureLife-Now Monitoring and Evaluation Coordinator"
- 2) Curriculum Vitae

- 3) Copy of ID or passport
- 4) Copy of driver's licence
- 5) Copy of qualifications
- 6) (In the case of non-South Africans) Copy of work permit

**To: HR Department, MIET Africa**

**Email:** [applications@miet.co.za](mailto:applications@miet.co.za)

The remuneration package will be negotiated with the successful applicant.

Incomplete applications will not be considered.

MIET AFRICA reserves the right not to fill the post, or to re-advertise to widen the pool of applicants. It also reserves the right to do a complete verification of all information supplied.

**Closing date for applications is Friday 7 June 2019.**

**Only shortlisted candidates will be contacted.**