



## **Vacancy**

### **AGYW Monitoring and Evaluation Officer**

MIET AFRICA is a sub recipient (SR) of the Aids Foundation of South Africa (AFSA) the primary recipient (PR) of the Adolescent Girls and Young Women's Programme (AGYW) In and Out of School of the Global Fund grant for the period 1 April 2019 to 31 March 2022.

MIET AFRICA seeks to employ a Monitoring and Evaluation (M&E) Officer to coordinate and take responsibility for the monitoring and evaluation efforts of the AGYW Programme in Abaqulusi sub-district (in the Zululand District of KwaZulu-Natal). The M&E Officer will work closely with a the Monitoring and Evaluation Manager and the Project Manager in ensuring the monitoring and evaluation activities are implemented according to funder requirements and that the information collected is captured and verified.

This is a contract position, and the successful applicant will be based at MIET AFRICA's district office in Vryheid, in the Zululand District of KZN.

#### **Key Performance Tasks**

- Ensure that all the ongoing monitoring and evaluation activities are implemented in the district
- Train and supervise data collectors and data capturers as needed
- Liaise with biometric data system service provider to ensure smooth functionality of system
- Analyse data and provide summary of data to Project Manager and M&E Manager according to internal and external reporting schedules
- Assist in collating and preparing information for reports to funders and stakeholders

#### **Requirements**

- Relevant tertiary qualification
- 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
- Ability to work under pressure and according to tight time-frames

- Excellent attention to detail and ability to ensure accuracy of work
- Ability to work in a team and share knowledge
- Good organizational skills
- Excellent communication skills, both verbal and written
- Good computer skills (word, excel and powerpoint); knowledge of data collection & analysis packages preferred (particulary biometric data systems)

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

- 1) A letter of application, clearly stating “AGYW M&E Officer, Vryheid ”
- 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 Monday 18 January 2021.**

**Only shortlisted candidates will be contacted.**