



BeyondZero

a partner in public health transformation

Contract duration : **Fixed term contract (July 2023 until March 2025)**

Anticipated start date : 01 July 2023

Closing date for applications : 09 June 2023

Remuneration : Market related

1X MONITORING & EVALUATION MANAGER : EAST LONDON

Beyond Zero (BZ) has been successfully implementing comprehensive services across the HIV and TB care continuum in the Eastern Cape (EC), KwaZulu-Natal (KZN) and Limpopo Provinces in the past 18 years; targeting key and vulnerable populations including adolescents and youths, sex workers (SW), orphans and vulnerable children (OVC) and men who have sex with men (MSM) and people living with HIV amongst others. Beyond Zero is one of the 4 nominated Principal Recipient (PRs) in South Africa to lead and provide strategic management, oversight, monitoring and evaluation on the implementation of the Global Fund grant.

Purpose of the role:

The M&E manager is responsible for designing, development, implementation and management of M&E systems, analysing data and writing reports for funders and management, liaising with Government Information Managers and Donors regarding reporting requirements and strengthening of data management.

Duties and Responsibilities

To perform this job successfully, an individual must be able to perform the following:

- 1. Award and /or Program Management Support**
 - Lead all M&E initiatives for assigned award including monitoring of data quality, tracking the progress of activities
- 2. Build M&E capacity in all BZ supported regions:**
- 3. System development**
 - Lead M&E system and process development and creating a framework and procedures for the monitoring and evaluation of program activities
 - Define and implement the key project performance indicators (KPI) as well as monitor them
 - Propose strategies to increase data use and demand among Program staff
 - Manage M& E Officers while they create and revise tools and data collection procedures
 - framework, project performance tracking, indicators, data flow chart, M& E manuals)
- 4. Data management and analysis**
 - Keep abreast of award/program changes and progress in order to advise and recommend tools and strategies to increase program performances and results
 - Identify strengths and weaknesses in existing data collection and management systems and propose solutions
 - Conduct field visits to ensure quality of data collected and to verify accuracy of reported data



BeyondZero

a partner in public health transformation

- Ensure that donor, partner and SMT data queries are addressed timeously
- 5. Compliance reporting**
 - Compile high quality external compliance reports as per donor reporting requirements including quarterly, narrative and annual reports
 - Compile monthly internal programme activity reports
 - Compile ad hoc reports as and when required
 - Review and analyse weekly reports to identify causes of bottlenecks in project implementation and enhance quality of reporting
 - 6. Promote and strengthen the monitoring function**
 - Consolidate monitoring tools
 - Analyse data from monitoring tools and provide monthly feedback to programmes
 - Analyse data for internal monthly performance reviews
 - Conduct internal (Beyond Zero) performance reviews to monitor data quality and guide programme functioning
 - 7. Participate in planning sessions for programme alignment and assist management in establishing M&E work plans and targets**

Minimum Qualification, Education and Experience

- Degree in a health field, Information Management or Statistics
- Master's in Public Health (MPH) will be desirable
- At least 5 years M&E managerial experience in the health field in South Africa, with particular experience in HIV/AIDS and TB fields
- NGO work experience will be preferred
- Project management experience.
- Operational and strategic management experience
- User level ability to work with computers and common M & E software used within international donor funding agencies .

Skills & Competencies:

- Demonstrated ability to assume management roles.
- Resourceful individual with good judgement and must be able to work diplomatically with stake holders from different backgrounds.
- User- level ability to work with computers and common software used within international donor environment.
- Ability to work under pressure in a highly pressurised environment with very tight deadlines.
- Ability to communicate effectively with different stakeholders.
- High level communication, collaboration and interpersonal skills and willingness to undertake additional responsibilities as necessary, and ability to work under pressure and meet tight deadlines.
- Valid SA driver's license and ability to travel extensively.

Ability to work in highly pressurized work environment with very tight deadlines **by applying for any of the above-mentioned positions, applicants consent to BZ to conduct qualification, ID, Criminal and Reference checks on them which form part of its recruitment process.**

To Apply: Cover letters clearly stating the Position being applied for and preferred region /location as stated on the advert, CVs, and copies of qualifications must be forwarded to gfreruitment@beyondzero.org.za



BeyondZero

a partner in public health transformation

NB. Applicants who have not heard from Beyond Zero one month after the publication of these adverts should consider their applications unsuccessful and any future correspondence from BZ thereof will be limited to shortlisted applicants only.

Beyond Zero reserves the right to re-advertise any of the above listed Positions should the need arise and reserves the right not to fill any of the listed Positions.

Beyond Zero is an equal opportunity employer.

Candidates from key vulnerable populations are encouraged to apply

**It is unlawful to employ a person who does not have permission to live and work in South Africa.
Unless the advert states otherwise, please ensure you have this permission before applying.**

By expressing the interest in the position, applicants are consenting in terms of POPI Act for their curriculum vitae be shared with the relevant people authorised to act on behalf of BZ in the recruitment process

