



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 M&E OFFICER (MSM/TG/HR/CSS/AYP)	: FREE STATE

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. As 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 Officer will support the efficient and effective functioning of Beyond Zero's Global Fund (GF)-funded AGYW, MSM, TG, CSS, HR, and CRS programmes by providing a high-quality M&E data validation and support function.

Duties and Responsibilities

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

1. Data Collection

- Regular visits to the SRs to ensure quality of data collected and adherence to data collection processes.
- Coordinate data collection on a monthly /quarterly basis to ensure submission within set timelines using standardised data collection tools.
- Ensure data collection is in alignment to GF data management policies and procedures at the level of the SRs.

2. Data validation and verification

- Conduct data validation and verification periodically, checking reported data against data from source documents.
- Conduct routine data de-duplication on cohorts as per guidance from the PR in line with GF reporting guidelines.
- Conduct routine data quality audits and develop plans to rectify any identified data collection and management gaps and challenges.
- Working closely with the M & E Manager, ensure that donor, partner, and management data queries are addressed in an accurate and timely manner.



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3. Routine Program Performance Monitoring and Compliance Reporting

- Working closely with the M & E Manager, compile routine program performance monitoring reports as per donor reporting requirements, monthly, quarterly, and annually.
- Compile ad hoc reports as and when required.
- Working closely with the SR M&E teams, consistently review progress towards set targets using customised dashboards through the course of the project implementation phase.
- Provide on-going feedback to SRs on a monthly basis using data for evidence-based planning.

4. Capacity building, mentoring, coaching and supportive supervision

- Build capacity of SR M&E teams on data collections systems and procedures.
- Routinely provide on-site mentoring, coaching and supportive supervision to SR M&E teams.
- Conduct routine M&E data review meetings to analyse data with SR, develop M&E related action plans on gaps identified, sharing lessons learnt and best practices.

5. Other

- Lead and facilitate GF related program evaluations working closely with SR M&E Teams
- Document lessons learnt and develop case studies using qualitative data collection and analysis techniques.
- Participate in any other duties as assigned by the M&E Manager.

Minimum Qualification, Education and Experience

- Degree or equivalent qualification in M&E, Information management, Research methodology, Social Sciences or Statistics.
- Minimum 3 – 5 years working experience in Strategic Information Management.
- Experience in data management and reporting systems including tools development, data capturing, analysis and report writing.
- Minimum 3 years working experience in monitoring and evaluation in the context of international donor funded projects.
- Working knowledge of health information management systems in South Africa preferably TIER. Net, HPRS, DHIS 2 and other patient management systems.
- Proven high level proficiency in quantitative data analysis and management of large datasets using Stata, SPSS, and other analytics platforms.
- Highly meticulous, innovative, analytical, results oriented, team player and creative individual with attention to detail.
- Ability to network, collaborate and advocate with SR teams, DOH and other relevant stakeholders
- Highly computer literate MS Office suite.
- Good communication skills including good command of English both oral and written
- Ability to work in highly pressurized work environment with very tight deadlines
- Experience in data management software will be an advantage.

Skills & Competencies:

- Ability to work effectively and efficiently in a fast-paced, high stress environment.
- Exceptional attention to detail
- Process driven with the ability to perform duties in structured environment.
- Ability to act with integrity and honesty in the performance of all functions.



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- Results-oriented, professional, accountable, and proactive.
- Demonstrated ability to drive high quality data management processes.
- Valid SA drivers' license, own reliable vehicle, and willingness to travel.

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 recruitment@beyondzero.org.za**

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.

Candidates from key vulnerable populations are encouraged to apply.

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

