

| JOB DESCRIPTION FORM | |
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| Job title: | Performance Monitoring and Evaluation Officer |
| Division/Department: | Corporate Services Patterson Grade: |
| Date Prepared: | 2017/10/01 |
| Overall Purpose of the Job: | Monitor, assess and report on Company and departmental programme performance; responsible for implementation of M&E strategies, systems and tools that will ensure accurate and timely performance information data. In addition, the incumbent will coordinate all reporting activities to SHRA as well as support all aspects contributing to the efficient and effective attainment of delivery of the programmes. |
| Position Size Parameters: | <i>No direct reports</i> |
| Organisation structure and Reporting Relationships: | Reports to: Manager: Organisation Performance and Monitoring |
| Qualifications | <ul style="list-style-type: none"> • A valid Grade 12 certificate; • A three year Degree or National Diploma in Public Administration or Social Sciences or related field • 3 -5 years' experience in the performance monitoring and evaluation. • Knowledge and understanding of government/local government decision-making, planning, policies and priorities. • Knowledge of relevant and applicable Legislations and National Treasury Frameworks. • Knowledge of document management, tracking and retrieving of information relevant and applicable Legislations. • Good communication and writing skills. • Good Administration Skills • Knowledge of Corporate Governance and Business Ethics. • Project management skills • Computer Literate (Microsoft Office & Outlook). |
| Internal and External Relationships/Contacts: | <ul style="list-style-type: none"> • Relationship with other departments, managers and staff • Relationship with service providers |
| Key Performance Areas: | Finance Objectives <ul style="list-style-type: none"> • Monitors and reports on expenditure against budget |
| | Customer Objectives <ul style="list-style-type: none"> • Provide written contributions to weekly, quarterly and annual reports as needed. • Assist in the development of strategy documents as needed. • Coordinate with other departments to provide strong support to sub-offices • Communicate learning for internal and external audiences |

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| | <p>People Objectives:</p> <ul style="list-style-type: none"> • KPA's are understood and achieved • The values of JOSHCO are understood and lived • Performance is constantly improved • New developments in the industry are understood and embraced <p>Operational Objectives</p> <ul style="list-style-type: none"> • Oversee the integration of all the existing monitoring and evaluation systems within the Department. • Manage, monitor and evaluate Departmental programmes and align them with Companywide programme of action/objectives. • Manage and coordinate reporting instruments and tools on monitoring and evaluation. • Establish early warning systems on reporting performance of the company. • Assist in the provision of information and co-ordinate responses to SHRA, COJ and other relevant funders. • Assist with the coordination of quarterly performance review in key outcome areas. • Facilitate data verification and validation of information and evidence • Undertake data analysis and strategic analysis and develop strategic performance reviews. • Participate in monitoring and evaluation activities, including Service Delivery Monitoring. • Design and maintain appropriate information management system • Assist with the management and evaluations and policy research. • Support policy analysis to facilitate appropriate theories of change, setting of logistical arrangements for travelling, meetings, workshops and other stakeholder engagements. • Prepare and ensure distribution of quarterly review meetings and workshop documents. • Assist with capturing of data, collect and disseminate relevant organisational performance | |
| Key outcome | Key result area | Key performance indicators |
| Data collection | <ul style="list-style-type: none"> • Collect regular data collection through implementing partners • Ensure quality of the data by random verifications and validations • Record, manage and preserve monitoring and evaluation data in a safe and accessible way | |

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| | <ul style="list-style-type: none"> Analyze and discuss findings based on regular monitoring data Monitor all data capture's activities; | |
| Monitoring and Evaluation | <ul style="list-style-type: none"> Develop monitoring and impact indicators, and create a monitoring strategy for the programmes; Monitor and evaluate overall progress on achievement of results; Provide technical support on M&E and evidence-based recommendations Assist the project personnel with M&E tools and in supporting them in their use Provide overall performance monitoring and analysis support. | |
| Reporting and analysis | <ul style="list-style-type: none"> Provide regular reporting to the programme team and relevant external stakeholders Support the manager in developing the monthly, quarterly and annual organizational reports. Facilitate submission of quarterly Unit performance reports and supporting evidence Analyze reports against planned targets; Developed quarterly dashboards to provide feedback to Management; Verify submitted evidence against reported progress for reliability, relevance and accuracy; Make follow-up with Unit Managers on outstanding and/or insufficient evidence for reported progress; Facilitate the consolidation and submission of quarterly performance reports to City and SHRA; Provide support during audits of performance information; | |
| General | <ul style="list-style-type: none"> Prepare and ensure distribution of meeting and workshop documents timeously Assist with taking minutes in evaluation steering committee meetings, tracking and managing progress on evaluations undertaken Assist with the capturing of data, collect and disseminate relevant project information and reports Render secretariat services i.e. create, update and maintain project repository. Upload key reports to the Share folder | |

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| Key Competencies | GENERAL and SPECIFIC SKILLS: <ul style="list-style-type: none"> • Communication • Relationship Management • Teamwork • Facilitation • Conflict Management • Deadline driven • Excellent interpersonal skills • Excellent written and verbal communication • Customer service • Drive and integrity • Administration • Minimum supervision | TECHNICAL KNOWLEDGE AND SKILLS <ul style="list-style-type: none"> • Monitoring and evaluation techniques and processes • Data collection and management • Analytical and research skills | ATTRIBUTES <ul style="list-style-type: none"> • Emotional control • Persuasion • Assertiveness • Interpersonal Skills • Attention to detail • Adaptability and flexibility • Situational sensitivity • Innovative and proactive nature |
| Agreed by Job Holder | <i>Name printed</i> | Signature: | |
| Approved by Immediate Line Manager | <i>Name printed</i> | Signature: | |
| Approved by Divisional Executive or CEO | <i>Name printed</i> | Signature: | |

No job description can be all embracing. The above statements are intended to describe the general nature of work being performed by incumbent. They are not intended to be an exhaustive list of all responsibilities, duties and skills required. In addition, if required, a job holder may be allocated to other temporary duties, provided these are in keeping with his/her status and experience.