



# Nelson Mandela CHILDREN'S FUND



CHANGING THE WAY SOCIETY TREATS ITS CHILDREN AND YOUTH

## MONITORING, EVALUATION AND LEARNING SPECIALIST

We have an exciting opportunity at the Nelson Mandela Children's Fund for a Monitoring, Evaluation and Learning Specialist, who will report to the Programme Manager: Special Projects and Monitoring, Evaluation and Learning. This position is based at our offices in Saxonwold, Gauteng.

### Job Purpose

The purpose of the Monitoring, Evaluation and Learning Specialist will provide support to NMCF in conducting programme design and planning, monitoring, evaluation, reporting and learning function in the organisation. The incumbent will be responsible for the overall M&E systems and process flows related to the design, management, monitoring and reporting of progress against the project's performance indicators and targets set for the programmes of the Fund. The role will develop and implement an M & E, strategy and framework, and will develop appropriate MEL tools and lead the organisation in ongoing learning processes. H/she will also facilitate internal and external learning.

### Job Objectives

#### Programme and project Design

- Technically support the Programme Managers and Project Officers in the design, implementation and adjustment of the Programme Logical Frameworks and the Theories of Change (ToC) in line with the Strategic Framework of the NMCF.
- Support the Programme team technically in the design and implementation of the Monitoring, Evaluation and Learning Plans, Measurement Frameworks, Data collection and analysis processes for all the NMCF programmes and projects.
- Technically support the Programme Staff and Implementing Partners in conducting the baselines, endlines and Knowledge, Attitude and Practice (KAP) surveys.

### Monitoring

- Identify appropriate MEL systems to collect data for the Programmes and Projects that are implemented at the NMCF.
- Develop and test the MEL tools, approaches, and databases as part of the programme and projects MEL system.
- Maintain the relevant knowledge on all issues that are relevant to monitoring and evaluation of the respective programmes and projects.

- Review and provide feedback for sign off all the M&E reports from the Implementing Partners focusing on data correctness, quality, and analysis.
- Coordinating ongoing design and maintenance of MEL data management systems, including online data management and reporting systems currently Good Grants
- Manage risks in terms of data security and database backup

### Evaluation

- Assist the Programme Manager Special Projects and Monitoring and Evaluation (PM: SP&ME) in designing, coordinating and conducting reviews, mid-term reviews and end of strategy or program/project evaluations.
- Take the lead in preparing/reviewing key technical documents including Terms of Reference (TOR), data collection tools, draft reports amongst others
- Acts as the key point person for the consultants and service providers that are hired to provide technical support in the design and execution of programme-based reviews, evaluations, publications and/or specialised studies on programs or best practice models of the Fund.

### Report and Documentation

- Oversee the preparation of quarterly updates on the MEL activities and the accomplishments from all the programmes, projects and thematic areas of the Fund.
- Maintain updates and accurate documentation of key outputs of the reviews, evaluations and studies initiated by the relevant thematic and programme areas.
- Manage/ support the studies identified by programmes/thematic areas and develop and knowledge management portal for all programme documentation in conjunction with Engagements Unit.
- Analyse and provide MEL data and submit reports to relevant stakeholders within the Fund, where required

### Capacity Building and Learning

- Conduct comprehensive and ongoing assessment of Implementing Partners MEL system and identify areas for capacity development with a view to improving overall quality of data reported on all projects.

Non-Profit Organisation: Reg. No: 004-638

Web address: <http://www.nelsonmandelachildrensfund.com>

P.O. Box 797, Highlands North, 2037. 21 Eastwold Way, Saxonwold, 2196. Tel: (+27 11) 274-5600 Fax: (+27 11) 486-3914



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Nelson Mandela

Chairperson  
Yvonne Mokgoro

Chief Executive Officer  
Konehali Gugushe

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- Provide technical support on M&E and evidence-based recommendations to the relevant Programme Managers and Project Officer and Implementation Partners.
- Conduct relevant MEL trainings and related capacity development activities with a view to ensuring Implementing Partners MEL systems are operational and in compliance with the NMCF MEL standards.

## Continuous Improvement and Capacity Building

- Regularly reviews all Programmes M&E framework and measurement criteria for the programme and partners in

## Qualifications and Experience

- (NQF 8) Master, Degree or Diploma in Monitoring & Evaluation, International Development, Project Management and/or Development Planning.
- Studies/ degree/ diploma in community development, public policy or development related studies and/or research design and methodologies.
- Minimum 5 years' Experience in programme areas that involved MEL activities and processes and good report writing
- Minimum 5 years' Experience working with several computer software/ programmes – especially data collection and analysis
- Minimum 5 years successful involvement and good knowledge of NGOs, CSOs would be an advantage.

## Skills

## Application Process:

If you qualify and would like to apply, please e-mail you CV to [mpumim@nmcf.co.za](mailto:mpumim@nmcf.co.za)

Closing date: **Friday 2 December 2022**

order to identify any monitoring and evaluation gaps and whether there is an alignment with partner plans.

- Identify and document on an ongoing basis any M&E capacity building knowledge & skills required by all Programme and Partners.
- Develop M&E training manuals and guides and facilitates the transfer of M&E knowledge and skills for all Programmes and implementing partners.
- Extract learnings from M&E data that can be used internally and externally and facilitating learning exchanges within NMCF and externally.

- Project Management
- Report writing
- Statistics and Numeracy skills
- Monitoring, Evaluation & Learning
- Grant Administration

## Knowledge

- Knowledge and Understanding of the current M&E trends and especially M&E systems in development and management thereof
- Data management and analysis.
- Design of MEL systems, frameworks and tools

## Competencies

- Adaptability, information seeking, networking, planning and organising, problem solving,

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