Nelson Mandela
CHILDREN'S FUND
CHANGING THE WAY SOCIETY TREATS ITS CHILDREN AND YOUTH

Monitoring, Evaluation and Learning (MEL) Manager

1. Position Detail

Position Title	Manager Monitoring, Evaluation and Learning (MEL) Manager	Grade / Job Level	
Department	Programmes	Sub-Division	Programmes
Date Reviewed	23 February 2026	Geographical Area	

2. Position in the Organisation

2nd Line Manager	Chief Executive Officer
1st Line Manager	Chief Programme Officer
This Position	Monitoring, Evaluation and Learning (M & E) Manager
Direct Subordinate(s)	Monitoring and Evaluation (M & E) Specialist
Number of People Reporting into this Position	2

3. Overall Purpose of the Job

Purpose Statement
The Manager: Monitoring and Evaluation (M&E) leads and strengthens NMCF's organisation-wide Monitoring and Evaluation framework across the full programme and project lifecycle. The role ensures that clear results frameworks, performance indicators, milestones and data collection systems are embedded from proposal design through implementation, review, evaluation and close-off. Working closely with Programmes and stakeholders, the Manager ensures accurate data collection, performance tracking and strategic analysis of results. The role leads the organisation's learning agenda – translating programme evidence and evaluation findings into structured organisational learning that drives adaptive management, programme refinement and innovation. Evidence generated through this function informs advocacy positioning, donor reporting and Board accountability, strengthening organisational credibility and impact.

4. Education (Formal Qualification Required)

Minimum
Master's Degree in Monitoring and Evaluation/ social sciences, monitoring and evaluation/ equivalent (NQF Level 9) M
Ideal
N/A

5. Legal Requirements (e.g. Driver's License, etc.)

Detail
Driver's License

6. Experience (Minimum Experience Required - Number of years)

Minimum	(Years)
Experience in managing M & E in an equivalent organisation	8 Years
Advantageous	
Experience in M & E in an organisation working with Children and Youth	3 Years

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Knowledge Management Experience	3 Years

7. Position Description

Key Performance Area / Main Output	Detailed Description / Inputs
MEL Strategy and System Design **Or** **M&E Strategy, Framework and Systems Leadership**	Provide strategic leadership in the development and implementation of an organisation-wide MEL framework ensuring it is practical tool for strategic decision-making and aligned to our Theory of Change Work with the Chief Programmes Officer and Programmes to embed programme-specific log frames and results frameworks Lead the development of standardized tools, templates and indicator libraries to ensure consistency and quality across all programmes Work collaboratively with Programmes to strengthen M&E capacity and practice, ensuring they are equipped to apply tools, templates and reporting expectations effectively. Provide guidance and training on M&E tools, templates and reporting expectations to ensure consistent and competent application across the organisation Establish and oversee a consolidated M&E information management system ensuring structured, integrated and audit-ready programme data that supports strategic decision-making Ensure alignment between grant requirements, programme design documents and M&E systems Develop and maintain Standard Operating Procedures (SOPs) for the entire data lifecycle, from governance to aggregation, and reporting
Monitoring and Data Management **Or** **Monitoring Lifecycle Management**	Engage at proposal stage to ensure measurable and strategically aligned indicators are incorporated into funding applications Define and communicate clear data collection methodologies, sources, schedules and responsibilities for each programme and grant Develop and maintain a structured stakeholder engagement and reporting accountability framework that clearly maps reporting obligations, performance expectations and engagement touchpoints across all partners and donors Oversee tracking of performance against outputs, outcomes and impact indicators Build programme team competence in measurement frameworks and reporting requirements through structured guidance, induction, and ongoing support Monitor adherence to reporting timelines and performance targets, providing structured feedback to programs on progress, risks and necessary corrective actions.
Data Quality, Analysis and Reporting	Establish and monitor robust data quality assurance mechanisms across programmes and implementing partners Conduct periodic data verification and validation reviews

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	Proactively identify weaknesses in data collection processes, implement corrective protocols and monitors implementation until issues are fully resolved. Analyze programme data to identify trends, causal relationships and performance drivers Ensure information is accurate, reliable, consistent and audit-ready Strengthen internal data governance standards and ensure compliance with reporting obligations and donor requirements Provide structured performance feedback to Programmes highlighting progress, risks and corrective actions Translate complete programme data and analysis into clear, accessible and audience-appropriate insights and reports for management, donors and the Board Ensure reporting is timely, accurate and aligned to grant and organisational reporting requirements
Organisational Learning, Knowledge Management and Thought Leadership	Develop and maintain an organisational learning agenda that identifies priority learning questions schedules structured inquiry cycles, and ensures findings are formally integrated Support evidence-based decision-making across the organisation Consolidate programme learnings into strategic insights that inform programme evolution and new programme design Lead the consolidation and documentation of programme evidence, models, case studies, outcome pathways and lessons learned to strengthen institutional memory and intellectual capital Facilitate evidence-informed dialogue across Programmes, Research and Advocacy to ensure that insights from monitoring and evaluation meaningfully shape strategic positioning and programme refinement OR drive evidence-informed decision-making across Programmes, Research and Advocacy by ensuring MEL insights are formally integrated into strategic planning, programme refinement and advocacy position Continuously scan for emerging trends in monitoring methodologies, impact measurement, advocacy evaluation and sector best practice and translate these into practical improvements within NMCF's programmes Develop structured knowledge management systems that capture quantitative data, qualitative insights and evaluation findings in a coherent and accessible format Contribute to the strengthening of advocacy and research strategies by ensuring that they are grounded in credible programme evidence and measurable impact pathways Position Monitoring and Evaluation as a strategic contributor to organisational learning, innovation and sector credibility

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Key Performance Area / Main Output	Detailed Description / Inputs
Evaluation Oversight and External Provider Management	Identify strategic opportunities for programme and portfolio-level evaluations Develop Terms of Reference and scopes of work for external evaluators Manage outsourced evaluation providers to ensure methodological rigor and alignment with organisational priorities Review and validate evaluation outputs and recommendations Ensure evaluation findings are integrated into programme strategy, advocacy positioning and future funding proposals
Fundraising and Grant Integration	Ensure funding proposals incorporate credible and measurable Monitoring and Evaluation approaches aligned to the organisational Theory of Change Provide data and impact evidence to support donor reporting and renewal processes Collaborate with Resource Mobilisation to position programme evidence strategically in funding engagements Provide proactive M&E oversight of grant performance, flagging risks to compliance early and recommending corrective actions to programme and resource mobilisation teams Strengthen organisational credibility by demonstrating measurable impact and programme effectiveness
Stakeholder and Partner Engagement **Suggest to Delete**	Work collaboratively with Programmes and implementing partners to strengthen Monitoring and Evaluation capacity Provide guidance and training on tools, templates and reporting expectations Ensure transparent and professional engagement with partners and donors regarding programme performance Support advocacy initiatives by providing credible and defensible impact evidence Develop and manage a stakeholder matrix relating to reporting and accountability requirements
People Management	Provide leadership and direction to the M & E team by clarifying roles, setting performance standards, and driving accountability Provide leadership and direction to the M & E team by clarifying roles, setting performance standards and riving accountability Lead the full performance management cycle, including goal setting, regular reviews, feedback, and development planning Build team capability through coaching, skills development, succession planning, and effective workload management Partner with HR on workforce planning, recruitment, onboarding, and compliance with labour legislation and HR policies Foster a positive, ethical, and high-performance team culture while addressing performance and conduct matters in line with organisational procedures

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8. Special Requirements

Detail
Travel as required

9. Competencies (Skills and Behavioural Attributes) - Please note: The norm in the industry is to not have more than 7 Skills and Behavioural Attributes per job profile.

Knowledge	Skills	Behavioural Attributes
Monitoring Evaluation Frameworks	Indicator & Log frame design	Strategic Thinking
Theory Of Change	Data Analysis and interpretation	Results Focus
Grant Compliance Standards	Leadership	High Integrity
Child Youth Development	Evaluation Oversight and management	Proactive Ownership
Non-Profit and development landscape	Performance Tracking and feedback	Accountability
Data Governance Systems	Report Writing and Data visualization	Learning Agility
Advocacy and Impact Measurement	Stakeholder Facilitation	Resilience
	Database Management	Ethical Conduct

10. Participants

Participant Name	Participant Designation
Karl Muller	Chief Programme Officer
Belinda O'Regan	21st Century Executive Consultant

11. Approved By (Incumbent and Line Manager)

Name	Designation	Date	Signature
	Line Manager		
	Incumbent		