

Job Title:	Monitoring and Evaluation Coordinator: AAMP Project Internal Secondment Position
Type of Position	3 years Fixed Contract
Reporting to	AAMP Project Manager
Based:	Pretoria
Reference No:	HRREC012/24

QUALIFICATION AND EXPERIENCE:

An Honour's Degree in Agricultural Economics or project management. Advanced certificate in M&E, statistics or economics will be an added advantage. 4-5 years' minimum experience in an M&E position responsible for implementing M&E activities. Experience in designing, implementing, and operating project M&E systems. Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management, and developing M&E and performance monitoring plans..

KNOWLEDGE AND SKILLS

Knowledge of the major evaluation methodologies (e.g. qualitative, quantitative, mixed-method, and impact) and data collection and analysis methodologies. Experience in planning and managing surveys. Experience in developing and refining data collection tools. Experience with data quality assessments and oversight. Experience in managing and providing training to partners and target beneficiaries. Ability to facilitate and serve as project liaison for externally-managed evaluations

KEY DUTIES AND RESPONSIBILITIES

- 1. Development & Implementation of M&E systems**
 - Support the development of the M&E Systems in line with project requirements.
 - Elaborate, pilot and validate quantitative and qualitative monitoring tools as well as design the corresponding data collection procedures
 - Lead efforts in reviewing existing evaluation approaches and promoting more rigorous and impact-oriented evaluation design
 - Develop the overall framework, for project M&E, such as mid-term project reviews, impact assessment and final evaluation.

- Develop a project Performance Monitoring Plan with relevant data collection systems.
- Review the quality of existing data in the project subject areas, the methods of collecting it, and the degree to which it will provide good baseline statistics for impact evaluation.
- Develop baseline data for each project component and for all project indicators.
- Assist in the development and/or finalization of the project work plan and keep it updated in accordance with project activities and timeframes as relevant.
- Develop a plan for project-related capacity-building on M&E and for any computer-based support that may be required.
- Drive the monitoring and evaluation of the AAMP

2. Implementation and Coordination of M&E

- Supervise and coordinate the application of monitoring tools to track project performance in line with the project requirements.
- Conduct data collection to measure achievement against the project performance indicators.
- Coordinate analysis of project monitoring data collected on a termly basis.
- Lead and conduct analysis of quantitative and qualitative data on all project inputs, outputs and outcomes.
- Regularly check data quality with the project manager.
- Coordinate the project progress reporting, project mid-term review and final evaluation.
- Assist the project manager with the project expenditure management and ensure responsible expenditure reporting in line with budget allocation.
- Provide advice to the project manager on improving project performance using M&E findings.
- Verify the implementation claims by social partners and assist in unblocking barriers to the implementation.

3. Stakeholder Engagement & Reporting

- Build relationships with management and stakeholders.
- Coordinate reports from different Social Partners and streamline them to single a report aligned to AAMP SLA.
- Produce reports on M&E findings and prepare presentations based on M&E data as required.
- Provide the Project Manager with management information she/he may require.

- Build relationships with management and stakeholders.
- Develop project stakeholder database and update it when necessary.
- Attend meetings, workshops and conferences in relation to the AAMP.
- To compile ME reports and present them at the AAMP Executive Oversight Committee chaired by DALRRD Minister.

To apply for the position, please forward the relevant Job Application Form which is available in our website or CV to hrrecruitment@namc.co.za closing date: **12 July 2024**. If you have not been contacted within three months of the closing date, please note that your application was unsuccessful. People with disabilities, Indian, White or Coloureds are encouraged to apply. Short-listed candidates will be subjected to reference checks and qualification verification.

By applying for this position, you hereby acknowledge that you have read and accepted the following disclaimer as per the **Protection of Personal Information Act, Act 4 of 2013 (POPIA)**: I hereby consent for NAMC to process my personal information as part of the recruitment process, given that the NAMC shall take all reasonable measures to protect the personal information of applicants and for the purpose of this disclaimer "personal information" shall be defined as outlined in the POPIA.

Please visit www.namc.co.za, for further enquiries, send an email to hr@namc.co.za. The NAMC reserves the right to withdraw, amend or not fill the position.