



## VACANCY FOR POSITION OF MONITORING AND EVALUATION OFFICER

**Opportunity closing date:** Friday, 28 October 2022

**Opportunity type:** Employment

Children in Distress Network (CINDI) was formed in July 1996. It is a network of over 200 organisations that work for the interests of Orphans, Vulnerable Children, Adolescents, Youth (OVCA&Y) and their families. CINDI has implemented PEPFAR/USAID funded OVCA&Y programmes since October 2007. CINDI seeks to employ **2 M&E Officers** to work in the May'khethele OVCA&Y programme which is being implemented in five KZN Districts namely: uMgungundlovu, eThekweni, Harry Gwala, uThukela and Zululand. One M&E Officer will be based in uThukela and the other one will be based in Zululand.

**Department**

**: PEPFAR/USAID OVCA&Y Programme**

**Employment status**

**: Fixed Term Contract**

### **Duties and Responsibilities include:**

#### M&E System and Process Development

- Ensure and monitor compliance to M&E and Data Management plans, frameworks, SOPs
- Work with Programme Management staff to develop site or programme specific M&E strengthening plans.
- Support the implementation of CBIMS electronic database management system.
- Support programme staff to develop and improve the tracking of OVCA&Y linkage to care in accordance with the UNAIDS 95-95-95 strategy
- Track and manage the flow of data from the site level
- Track and ensure all major programme indicators are being collected by the sub-partner

#### **Data Verification and Routine Data Quality Assessments**

- Conduct on site data verification visits at the sub-partners' sites
- Compile reports of on-site visits and develop data quality improvement plans
- Ensure that the correct source documents and tools are used at site level
- Systematically assess the implementation of the CINDI standardised M&E system at all sites
- Monitor and track changes in data quality across time and sites in the district
- Monitor compliance to data quality improvement plan
- Conduct Routine Data Quality Assessment (RDQA)
- Conduct Site Improvement Monitoring Assessments (SIMS)

#### **Human Resources and Capacity Building**

- Provide on-site support and mentorship to M&E Data Capturers
- Provide training and mentorship to program implementers on completion of all data collection tools
- Ensure that Programme and M&E staff are capacitated to adhere to M&E and data management requirements
- Provide prompt feedback to the M&E Director with regards to the training needs of the Sub-Partner programme M&E staff

- Prepare the District Sub-Partner for the quarterly Site Improvement Monitoring Assessments (SIMS).

### **Data Review and Usage**

- Promotes data usage for continuous quality improvement through feedback, training and capacity building activities at Sub-Partner level through structured monthly and quarterly data review meetings.
- Develop Sub-Partner's staff capacity to enable them to analyse and interpret generated data on overall program quality in order to facilitate evidence based decision making.
- Support the development of data usage plans to improve program quality and monitor the implementation of such plans.

### **Data Analysis, evaluation and Reporting**

- Review the performance of the District Sub-Partner on a Bi-Weekly basis and provide feedback to the M&E Director on compliance to the targets
- Report on progress and achievements timeously at program-level, by compiling accurate reports for funders and stakeholders.
- Support program evaluation activities as well as research projects
- Complete the aggregated weekly program performance tracking tool

### **Qualifications**

- Degree in Social Sciences, Statistics or Health Information Sciences
- More than 3 years' experience in the OVCA&Y programmes, HIV/AIDS and TB programmes

### **How to Apply**

Please send your full application and your certified academic certificates (**not older than 3 months**) to [Applications@cindi.org.za](mailto:Applications@cindi.org.za) and a copy to [SIDirector@cindi.org.za](mailto:SIDirector@cindi.org.za) by **latest Friday 28 October 2022**. All application submissions will be reviewed and considered. Please note that **only the most qualified candidates** will be short listed and contacted for interviews. CINDI is an equal opportunity employer.