



Vacancy: Monitoring and Evaluation (M&E) Officer | Nelson Mandela Bay May 2024 – March 2025

MIET AFRICA, a regional NGO, requires an M&E Officer to work on the Adolescent and Young People (AYP) Programme. MIET AFRICA is a sub-recipient of Beyond Zero, a principal recipient of the Global Fund Grant for the grant period ending in March 2025.

The successful candidate will be based in Nelson Mandela Bay district in the Eastern Cape for the period of their contract.

Key tasks:

- Ensure that all the ongoing monitoring and evaluation activities are implemented in the district
- Train and supervise data collectors and data capturers as needed
- Liaise with biometric data system service provider to ensure smooth functionality of system
- Analyze data and provide summary of data to project manager and M&E manager according to internal and external reporting schedules
- Assist in collating and preparing information for reports to funders and stakeholders

Minimum requirements:

- Grade 12 or equivalent
- Relevant tertiary qualification
- Experience working in the development sector
- Knowledge and experience of the education and/or health sectors
- Sound knowledge and experience in monitoring and evaluation practices including evaluation design, data collection, data monitoring and data analysis
- Ability to establish and maintain good working relationships with government and non-government partners at all levels
- Ability to work under pressure and according to tight timeframes
- Excellent attention to detail and ability to ensure accuracy of work
- Ability to work in a team and share knowledge
- Good organizational skills
- Excellent communication skills, both verbal and written
- Good computer skills (Word, Excel and PowerPoint); knowledge of data collection and analysis packages preferred (particularly biometric data systems)

Interested applicants should email the following to: The HR department: applications@miet.co.za

- 1) A letter of application, clearly stating “**M&E Officer, Nelson Mandela Bay**”
- 2) Curriculum Vitae (CV)
- 3) Copy of ID or passport
- 4) Copy of driver’s licence
- 5) Copy of latest salary slip (if not employed with MIET AFRICA currently)
- 6) Copy of the following qualifications:
 - Grade 12/matric certificate or equivalent
 - Other relevant qualifications/certificates

Please Note:

- Incomplete applications will not be considered.
- MIET AFRICA reserves the right not to fill the post or to re-advertise to widen the pool of applicants.
- The salary package and duration of contract will be discussed with the successful candidate/s.
- **Closing date for submission is Tuesday 16 April 2024. No late applications will be accepted.**
- Should you not be contacted within two weeks, please consider your application unsuccessful.

We respect your right to privacy and therefore aim to ensure that we comply with the legal requirement of the POPI Act which regulates the manner in which we collect, process, store, share and destroy any personal information which you have provided to us.

We have updated our privacy policy according to, and in compliance with, POPIA. The personal information that we collect depends on the context of your interaction with us, the choices you make and the products and features you use. We are committed to protecting your personal information and your right to privacy. Our updated policy can be viewed at www.mietafrica.org