



I-TECH South Africa Job Description

- Position Title** : Monitoring & Evaluation Assistant
- Position Reference** : ME 01
- Supervisor** : Program Manager
- Department** : Integrated Care and People Development Programme
- Location** : Pretoria
- Position Duration** : Fixed Term Contract (June 2017 – 31 July 2019)

Organizational Background: The International Training and Education Center for Health (I-TECH) is a United States of America federally-funded project which supports the development of HIV/AIDS care and treatment training initiatives in 25 developing countries acutely impacted by the global AIDS epidemic. I-TECH is an initiative of the University of Washington Schools of Medicine and Public Health & Community Medicine. Its Central Office is headquartered in Seattle, Washington and it currently supports over 10 international offices, including one in Pretoria, South Africa.

I-TECH South Africa Goal: I-TECH South Africa’s goal is to improve the effectiveness, efficiency, and sustainability of South African national HIV, sexually transmitted infections and tuberculosis response.

Brief Summary of Position

To provide support to the Monitoring & Evaluation Team in monitoring performance of the Integrated Care and People Development work plan activities implemented by I-TECH across the nine provinces in South Africa. Duties of the position include: support in data collection and entry; assuring data reliability and quality assurance checks; assistance with compiling reports for programme management and routine reporting, providing technical assistance in improving data quality and management processes. The position holder will be required to perform other administrative duties needed for program compliance.

Primary Responsibilities:

Administration (5 %)

- Provide support in Coordinating Research work
- Provide assistance in coordinating meetings and trainings as required
- Liaise with programme staff on data related issues
- Perform other tasks as instructed

Data Management (40 %)

- Support the maintenance of the Integrated Care and People Development Programme data management system using Excel, Access, SPSS or other data management and analysis software
- Provide suggestions for improvement of the existing data management system
- Support the design of data collection and analysis protocols for collecting qualitative and quantitative data
- Provide assistance in the timely collection and analysis of all program performance data and success stories.

Technical Assistance (25 %)

- Provide assistance as and when required in data collection or verification of data quality.
- Provide support in mentoring and technical assistance to improve data quality
- Provide assistance in the documentation of best practices, conducting case studies, and other research to support the programme

Research (15%)

- Provide support to studies (both qualitative and quantitative) planned by I-TECH
- Participate in other M&E activities as and when required.
- Provide assistance in the planning phases of baseline, program, and impact evaluation studies
- Provide assistance in conducting situation analysis and other field work as required

Reporting (15%)

- Provide assistance in the compilation of program data, conduct basic data analysis and interpretation, as required for reporting.
- Provide assistance in the preparation of results-based reports and presentations for donors and other key stakeholders;
Provide assistance in uploading data on PIMS and other reporting tools

Required

- A Diploma plus previous work experience in Monitoring and Evaluation in Government and an NGO environment.

- Demonstrated experience with participatory monitoring and evaluation methods which may include data form designing, data collection and data entry and management
- Previous experience in providing technical assistance to improve data quality management
- Demonstrated experience in data entry and analysis using software such as SPSS, MS Access, MS Excel, etc.;
- Ability to work independently, efficiently, and to assess priorities with a high level of accuracy.
- Excellent verbal and written communication skills in English, including the ability to present materials in meetings
- Strong written and oral communication skills with a demonstrated ability to review, synthesize information and produce quality reports
- Demonstrated ability to work within a results-oriented team.
- Willingness to travel to remote areas if required

Desired

- Experience in working with Government and PEPFAR or other donor-funded projects desirable.
- Driver's License

Application process:

Applicants are required to quote the **relevant Position Title and reference** mentioned above when submitting their applications via email to recruitment@itech-southafrica.org. Shortlisting shall start on the **17th May 2017**. Only short-listed candidates will be contacted. Preference will be given to South African applicants.