

The Technological Higher Education Network South Africa (THENSA), previously known as the South African Technology Network (SATN), is a representative body for technology focused higher education institutions in South Africa and Africa. THENSA in collaboration with Cape Peninsula University of Technology (CPUT) has been awarded a grant aimed at piloting an adapted Venture Builder model for accelerating technology innovation and commercialisation through the creation of a tech-ecosystem that includes top talent, leaders, investors, and government all banded together to create a stronger, more innovative, inclusive and successful network. The project calls for the appointment of a team of appropriately skilled professionals to implement the current phase, which involves developing the Venture Builder structure and formalising partnerships.

**The organisation has the following position that we would like to fill in February 2023:**

### **MONITORING AND EVALUATION OFFICER**

This position is for a ten-month period commencing in February 2023, ending December 2023. The position is based at CPUT in Cape Town.

He/she will be responsible for the design, coordination and implementation of the monitoring and evaluation, research, and learning framework of the Project. He/she will gather and analyse qualitative and quantitative data for reporting on the Project in line with the grant requirements. He/she will also provide technical assistance to the implementing agencies, particularly in relation to monitoring, reporting and developing recommendations for improved implementation.

Applicants must have a university degree in any of the following areas: Monitoring and Evaluation; Community or International Development Studies, Project Planning and Management, Development Economics; Demography or Development Statistics, Project Management or Business Administration, or other related social sciences with at least three years of experience. **If you do not have this minimum level of qualification and experience please do not apply.**

**The position requires the following expertise / skill-sets / attributes:**

- Proven knowledge and experience on Monitoring and Evaluation methods and Monitoring and Evaluation data and information management is required.
- Knowledge and experience in research methodology (quantitative and qualitative).
- Knowledge of project cycle management, administration and evaluation concepts and procedures.
- Demonstrated proficiency with Microsoft Office applications, including Excel, Word, PowerPoint, Publisher, and SharePoint. Knowledge of at least one data analysis software (e.g. SPSS, STATA).
- Ability to disseminate and share knowledge openly and actively contribute to knowledge / network communities for topics relevant to area of expertise; encourage knowledge-sharing across units / departments and ensure that knowledge is captured, recorded and disseminated appropriately.
- Ability to share information with others, with due respect for diversity and the confidentiality of specific sensitive information, listen and seek to understand without bias and respond appropriately.
- Knowledge of and ability to develop logic models and indicators.
- Knowledge of the use of graphical representation tools.
- Ability to communicate in English clearly and concisely, both orally and in writing
- Interpersonal skills.
- Proven organisational skills, including time-management.
- The ability to work independently.
- Willingness to travel and have a valid driver's license and vaccination certificate.

The following evidence/attributes will be an added advantage:

- Applicants holding a specific Monitoring and Evaluation training certification in Monitoring and Evaluation.
- Experience in the application of Participatory Monitoring, Evaluation, Reflection and Learning (PMERL).
- Project experience within the higher education sector.

Interested persons are invited to apply by sending a letter of motivation that clearly addresses the requirements of the position, detailed curriculum vitae (including the names and contact details of three professional referees), and certified copies of full official academic transcripts, ID and driver's license to [christelle@thensa.co.za](mailto:christelle@thensa.co.za). The subject line should state '**M&E Officer**'.

This position will be a fixed-term appointment, ending in December 2023. Remuneration will be on a full Cost to Company basis and will be market and profile related. **Application closes January 31<sup>st</sup>, 2023.**

