

Children's Programme M&E Officer -JOB PROFILE-	
Job Title:	M&E Officer (short-term contract with possible renewal)
Reports to (Line Manager):	Programme Manager
Job Purpose:	To capture the programmic data from orphaned and vulnerable children and youth (OV CY) and ensure it is accurately recorded on the electronic database(s).
Responsibilities and associated activities:	<ul style="list-style-type: none"> • Understand the Monitoring, Evaluation & Reporting (MER) related to this programme and support all staff to understand and correctly adhere to funder MER requirements • Implement and manage robust M&E systems and frameworks for this programme data management systems, data flows, data collection systems, quality assurance and reporting. • Work closely with Social Work Supervisors and Programme Manager to ensure all programme data is accurately recorded • Initiate data quality and data quality improvement processes • Ensure all administrative and M&E tasks are completed correctly • Adhere to the requirements of data management, quality and record keeping processes • support all aspects contributing to the efficient and effective attainment of programme outcomes • Attend in-house or outsourced training programmes or workshops when required (Some training will be in Pretoria for multiple days) • Carry out any other relevant duties relevant to the successful implementation of this programme and/or HACT-related activities <p>Necessary requirements: Matric certificate Previous M&E data capturing and quality control experience Proficiency in MS Office Strong communication skills (written and spoken fluency) in English and isiZulu Ability to be detail oriented</p> <p>Advantages: Experience with NACOSA, USAID and/or PEPFAR related projects including CBIMS and MER; Valid driver's licence</p>
Application instructions	Send a motivation letter and CV with contactable references, together with proof of education or completed trainings, to info@hillaims.org.za OR drop off at Hillcrest AIDS Centre Trust office (26 Old Main Road) by 16h00, 26 April 2019. Only selected candidates will be contacted for an interview.