

## SAIIA POSITION DESCRIPTION

<b>Department:</b> Research	<b>Date:</b> June 2014
<b>Position:</b> M&E Specialist	<b>Location:</b> Johannesburg
<b>Position Purpose:</b> To provide high-level support to the Institute's senior management in coordinating and preparing proposals for funding, and secondly providing strategic Monitoring and Evaluation support to the Office of the Director of Research.	
<b>Reporting structure</b>	
<b>Immediate Supervisor:</b> Director of Research (DOR)	
<b>Directly Supervises:</b> None	

Position Limitations	
<p><i>Decisions made for this position by supervisor:</i></p> <ul style="list-style-type: none"> <li>• Decisions that fall outside procedure</li> <li>• Expenditure approval as per delegation authority</li> </ul> <p><i>Guidelines\ Policies that must be followed:</i></p> <ul style="list-style-type: none"> <li>• SAIIA policy manuals (Research Manual, Research Support Manual, Financial Policies and Procedures Manual, HR Manual, M&amp;E Manual)</li> <li>• Donor agreements</li> <li>• Branding / editorial / style guidelines</li> <li>• Reporting guidelines (internal and donor guidelines)</li> <li>• Service-level contract</li> </ul>	<p><i>Hiring\ Firing Authority:</i></p> <ul style="list-style-type: none"> <li>• No hiring/firing authority</li> </ul> <p><i>Expense Limitations:</i> As per delegation authority</p>
Education\ Qualifications Required	Experience Required
<ul style="list-style-type: none"> <li>• Masters degree in areas that SAIIA specialises in (e.g. economics, politics, international relations, development, international law, trade, sociology, etc.)</li> <li>• Project management</li> <li>• M&amp;E</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum of 7 years' experience in proposal development and M&amp;E in an NGO or donor environment</li> <li>• Proficient in MS Office (especially Word and Excel)</li> <li>• Excellent proposal writing skills</li> <li>• Successful fundraising record and prior experience working with various international funders, such as the EU and USAID</li> <li>• Familiar with M&amp;E tracking, interpretation, systems and processes, in</li> </ul>

particular the logframe approach and a solid understanding of compliance requirements (including M&E) for grant submissions

KPA	Activities	Key Performance indicators
<b>Proposal development support</b>	<ul style="list-style-type: none"> <li>• Lead on coordinating the internal flow of the entire process of proposal generation, including budgeting according to a RBM framework/ logframe approach</li> <li>• Provide technical support and advice with writing of proposals and casting content into required logframe formats</li> <li>• Maintain accurate timelines of all proposal development activities to ensure timeous submission</li> </ul>	<ul style="list-style-type: none"> <li>• Potential problems are identified pro-actively and communicated to DOR and other relevant stakeholders.</li> <li>• Accurate, complete, on time, according to procedures/standards /specifications</li> <li>• Work produced is a product of thorough analysis</li> </ul>
<b>M&amp;E</b>	<ul style="list-style-type: none"> <li>• Champion M&amp;E in the Institute working closely with programme managers, project officers and other staff members with M&amp;E tracking responsibilities</li> <li>• Oversee and guide M&amp;E tracking, systems and reporting</li> <li>• Provide high-level assistance in the construction of M&amp;E processes at a programmatic and institutional level</li> <li>• Update the SAIIA M&amp;E Manual and develop an M&amp;E plan for SAIIA</li> <li>• Review and refine existing M&amp;E templates</li> <li>• Support and guide M&amp;E knowledge management</li> <li>• Make input into reporting requirements in line with SAIIA's reporting responsibilities as directed by the DOR (e.g. EXCO reports, donor reports, NC reports)</li> <li>• Provide support in framing of annual planning and mid-year review meeting, senior staff and research support staff meetings with the view on supporting a learning culture at SAIIA</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that input is accurate, complete, on time and using the correct M&amp;E templates and SAIIA guidelines.</li> <li>• Various tracking and M&amp;E systems in place, records up to date and available for various reporting needs</li> <li>• Impact on policy processes/development tracked, analysed and reported effectively in relevant SAIIA review settings.</li> <li>• Guidance/Supporting documents up-to-date, role clarification clear</li> <li>• Reporting clear, comprehensive, relevant and up-to-date</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Keep all role players informed of important incidents, progress, plans, problems, delays, feedback, etc.</li> <li>• Interact with stakeholders (internal and external), attend to queries and requests. Escalate, follow-up and provide feedback where applicable</li> <li>• Create realistic expectations and meet them (including appointments, keeps promises, follows-up, handling of queries</li> <li>• Ensure cooperation, synergy and effective communication between</li> </ul>	<ul style="list-style-type: none"> <li>• Role players were informed accurately, clearly and timeously. Issues were addressed pro-actively where practically possible.</li> <li>• Problems, queries and requests were dealt with effectively and according to procedure – to the satisfaction of role players, where practically possible</li> <li>• Realistic expectations created (internally and</li> </ul>

	<p>team and various other divisions at SAIIA</p> <ul style="list-style-type: none"> <li>• Communicate in a manner which is clear, fluent, and to the point, and which hold the audience's attention, both in groups and one-on-one situations.</li> <li>• Regularly report on own work and projects to manager in line with SAIIA's M&amp;E Schedule.</li> </ul>	<p>externally) and met as far as practically possible.</p> <ul style="list-style-type: none"> <li>• Effective cooperation achieved and maintained. Problems were dealt with effectively without delay</li> <li>• Good use of grammar, punctuation in all written and verbal communication/Ability to converse at all levels with ease in an open, polite, respectful and constructive manner.</li> <li>• Reporting deadlines met</li> </ul>
<p><b>Planning, organising and initiative</b></p>	<ul style="list-style-type: none"> <li>• Through effective control measures, ensure that set targets, deadlines and SAIIA standards are met.</li> <li>• Plan, organise and prioritise own work in order to achieve objectives</li> <li>• Create action plans when required by manager, show initiative for problem resolution, gain acceptance from relevant parties and commitment to execute</li> <li>• Manage own time and tasks to ensure completion of work output on time</li> <li>• Monitor own work/tasks to completion time.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to adjust behaviour and output as required</li> <li>• Deadlines are met and objectives are achieved.</li> <li>• Work and other resources are carefully scheduled</li> <li>• Operates with a sense of urgency and able to multi-task.</li> <li>• Effective use of own time and increasing ability to estimate how long tasks will take.</li> <li>• Revises plans to account for changed circumstances and adjusts behaviour and output as required</li> </ul>

TEAMWORK AND GROWTH RESULTS	DESCRIPTION OF FULL PERFORMANCE
1. Positive attitude	1. Was consistently viewed by colleagues and manager to be a contributor to a positive work climate – i.e. cooperated well and displayed a positive attitude.
2. Self improvement	2. Kept abreast of the latest developments in area of specialisation or best practice in area of expertise. Sought opportunities for personal improvement, knowledge, skills development and new ways to add value.
3. Teamwork, "extra mile" attitude	3. Was consistently viewed by colleagues and manager to be eager to assist other where practically possible, eager to involve self in areas beyond job description (where practically possible) Contributed to progress of team and own work plan clearly reflected activities, deadlines, integration into team work plans
INTERNAL RESULTS	DESCRIPTION OF FULL PERFORMANCE
1. Continuity	1. Timeous arrangements were made with colleagues or manager to ensure continuity in the event of absence (where practically possible)
2. Adherence to rules, procedures, instructions, policies and agreements	2. At all times adhered to rules, procedures, policies, instructions and agreements.
3. Work plans, organisational skills and control of work	3. Projects / assignments were planned, executed and controlled effectively. (e.g. organised, paced and prioritised effectively, checked for errors, etc.)
4. Problem solving and decision-making quality	4. Consistently analysed problems accurately and provided efficient solutions. Decisions consistently led to optimal results and were consistently based on thorough analysis.
5. Effective utilisation of resources	5. Resources (e.g. time, money, material, internet, e-mail, telephone usage, equipment, petrol) were consistently utilised effectively. Wastage did not occur and savings achieved where practically possible. Equipment was used responsibly.

**Personal Attributes/Skills Required**

- Focused on recipient/stakeholder needs – both internal and external.
- Attention to detail
- Ability to work independently with minimal supervisory guidance
- Clear communicator (oral and written). Able to understand and be understood well.
- Strong planning and organising skills
- Adaptable to situational demands
- Proactive and willing to take initiative
- Persuasive – ability to defend point of view
- High work standards
- Good time management / time planning
- Conduct of self in an ethical manner
- Serves as a “resources person” on whom others rely for advice.
- Technical specialist: Keeps up-to-date within his/her field of expertise, and uses such knowledge effectively
- Increases work pace to deal with immediate problems without losing effectiveness.

**Signature of Incumbent****Signature of Manager****Comments**

Incumbent will perform any reasonable tasks or assignments as required by Management.