



POP MONITORING AND EVALUATION MANAGER

Are you very accurate and specific but are still flexible and open to learning about ways to improve the quality of Goedgedacht Trust's Rural Path out of Poverty (POP) Programme that operates in rural communities in South Africa? Do you like working with figures, tables, graphs and are you able to communicate these in clear language so that a person at any level of society could understand it and become as excited as you are about the progress made and/or obstacles that occur?

The Path out of Poverty Programme of the Goedgedacht trust is looking for a suitably qualified and/or experienced person who is passionate about working with rural children and youth who live in rural communities in South Africa.

This position will suit a person who is able to work flexible hours, sometimes evenings and weekends, a self-starter who is creative and imaginative about dealing with challenges faced by children and youth in rural communities and someone who is able to see the bigger picture.

The salary scale will be between R8 000 – R10 000 and will be depend on the successful candidate's qualifications, experience and skills.

Requirements:

- A three-year or four year suitable qualification and/or 3 – 5 years experience in administration, monitoring and evaluation and/or and tertiary qualification
- Proof of police clearance
- Valid drivers licence
- Fluent in Afrikaans and English
- Computer literate
- Excellent report writing and communication skills
- High ethical standards and sober habits
- Available to start immediately.
- Able to supervise an electronic POP data base with a team of datacapturers

Duties will be the following but not limited to the following:

- Supervise and analyse the POP electroinic database
- To put in place, from the ground up an M&E structure for the POP programme.
- Work with the Professor of Health Sciences from Ottawa University (our external evaluator) on (PRA) Participatory Research Assessment.
- Facilitate and implement monitoring and evaluation plans for specific Funders.
- Produce regular progress reports
- Facilitate workshops for the POP team on how to strengthen and further develop the POP monitoring and evaluation systems and procedures
- Manage, mentor and coach a team of data capturers for the programme



- Travel to POP Youth Centres to assess the quality of performance

Goedgedacht Trust is a NGO that is not able to offer a range of benefits over and above the salary but it does offer a person the opportunity to work in a dynamic team that is making a positive contribution to transforming the life of children and the youth in rural communities