



## **Internal Advertisement**

### **M & E Officers**

Higher Education and Training Health Wellness and Development Centre is an implementing agency of the Department of Higher Education and Training (DHET) in respect of health, wellness and development of students and staff at 26 public universities and 50 technical and vocational education and training (TVET) colleges, with some 400 campuses across the country. The organisation is a national force for youth development, inspiring and enabling students to safeguard their health and wellbeing, and pursue opportunities for personal growth and social responsibility.

Higher Education and Training Health Wellness and Development Centre aims to contribute to the success of the higher education and training sector by:

Improving the health and psycho-social wellbeing of students, thereby enabling larger numbers of students to complete their studies and graduate in sound health.

Enriching the knowledge and skills students acquire in relation to health, mental wellbeing and social development, and preparing them for career and family responsibilities.

Creating a campus environment that is conducive to student health and wellbeing and offers structured opportunities for their personal development.

### **Job summary**

The M & E Officer is responsible for monitoring and evaluation of indicators, data system, compilation and reporting of all the projects and programmes at Regional level. The position is responsible for managing campus staff and offices in assigned regions as well as all stakeholder and strategic partnerships development. The Regional Manager also ensures that funding, grants and donor reporting at regional level is well managed.

### **Requirements:**

Bachelors' Degree in HIV Management, Public Health or other relevant degree, preferably social science.

A first degree in M & E, Statistics will be an added advantage

Knowledge of the Higher Education sector in South Africa

Proven knowledge of HIV, health and wellness among young people in South Africa

M & E experience particularly in Sexual Reproductive Health programmes  
 Strong coordination, partner development and stakeholder engagement skills  
 Advocacy and lobbying skills  
 Experience in capacity building, training and mentoring  
 Good office management and administration skills  
 High level of computer literacy primarily in Microsoft Office Packages (Excel, PowerPoint and Word) Adobe Acrobat and social media web platforms  
 Strong analytical, logical and problem-solving skills  
 Excellent communication and report writing skills  
 Ability to exercise discretion in dealing with confidential or sensitive matters, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response  
 Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail and deadlines  
 Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, external partners and donors  
 Demonstrate proactive approaches to problem-solving with strong decision-making capability  
 Basic skills managing grants and allocated budgets will be advantageous  
 Ability to manage complex problems proactively and effectively, including responses to field based emergencies  
 A valid driver's license

## **Key Performance Areas**

### **1. Monitoring & evaluation**

•Data Collection at every level for all Higher Education and Training Health Wellness & Development Centre projects and programme outputs. •Data compilation and coordination of monitoring and evaluation system • Timely reporting of data to Regional Managers • Routine monitoring audits of data through sampling and onsite visits.

### **2. Recruitment & Management of Campus Coordinators**

•Recruitment of Campus Coordinators at campuses & Institutions • Maintaining regular timesheets of Campus Coordinators work • Monitoring & Approvals of Campus Coordinators programmatic plans including travels, workshops etc. • Performance Appraisal of all Campus Coordinators.

### **3. Coordination, Management & Oversight of Capacity Development**

•Training and facilitation of Campus Coordinators recruited in the region • Training & facilitation of Peer Mentor Trainings in the institutions • Oversight of Campus Coordinators & Peer Mentor Dialogues at campus level • Mentoring of Campus Coordinators & Peer Mentors on ongoing basis.

### **4. Coordination of Strategic Partnerships & Stakeholder Engagements**

•Oversight, Compilation & Management of Campus Coordinators reports to University and TVET Management • Coordination of District/Sub District Department of Health, Mayor's Office & sister departments, Implementing Partners & other stakeholders for First Things First, linkage to care & service delivery at campuses.

### **5. Communication, advocacy and lobbying**

•Implementation & Management of Regional & Institutional social media as per Higher Education and Training Health Wellness & Development Centre communication and social media plan & protocol •Execution & Management of Higher Education and Training Health Wellness & Development Centre Corporate Identity Communication Guidelines

### **6. Administration**

•Initiate Procurement of travel and accommodation for Regional Operational Team • Coordination of training workshops, administration & coordination of provincial and regional forums • General Facilities Administration of Regional Office • Stock control & Administration of storage of supplies & commodities in the regional office & institutional offices.