

JOB DESCRIPTION



Title: Head: Monitoring, Evaluation and Knowledge Management

Columba Leadership is a national social impact organization committed to building a national movement of engaged and responsible young leaders to improve youth employment and schools in South Africa.

Overall Role Purpose:

This person ensures that Columba Leadership is able to accurately measure impact in accordance with the organisation's strategy, that we effectively and efficiently monitor progress, and that we utilize all collected information to strengthen our programme and our partnerships.

Reports to:

CEO.

Line Manager to:

- 2 Monitoring and Evaluation Officers
- M&E administrator
- Catalyst mobile app project manager
- Communications Officer

Key Accountabilities:

Strategic Support

- Regular provision of key insight and lessons learned to CEO, National Programmes Manager to and Provincial Managers support strategic priorities, programme development and implementation
- Provision of aggregated data per province and nationally

Unit Management

- Team management
- Manage overall M&E implementation through organisation to plan

Development of Monitoring and Evaluation framework and system

- Fine-tune framework to align with strategy
- Review and development of data collection tools

Research

- Ad hoc research projects in support of programme refinement/strengthening
- Research into alumni performance
- Provision of current trends and insights from employability and impact sourcing arenas

Oversight, support and integration of Catalyst mobile app

- Ensure alignment between mobile app and M&E framework
- Ensure integration of mobile app data into database
- Support to Special Projects officer

Analysis of information

- Analysis and integration of data pertaining to schools, groups, and individuals
- Provides the organisation with aggregated and meaningful data

Packaging of M&E information to support impact, learning and fundraising

- Identification of notable case studies and stories across the country
- Providing direction to Communications Officer/consultants for production of these
- Ensuring regular dissemination of such stories to stakeholders
- Provides feedback of monitoring and impact results to the provincial and management teams
- Report-writing for funders

Capacity Building

- Development of in-house M&E capacity through training and on the job training

Experience Required:

- More than 5 years of experience in M&E role
- At least 3 years in a management role
- Previous experience in development and set up of M&E systems
- Knowledge regarding databases
- Previous exposure to mobile app development (strong plus)
- Writing of case studies (a plus)

Competencies:

- Research
- Qualitative and quantitative analysis
- Passionate about M&E
- Good interpersonal skills
- Excellent presentation skills (developing presentations and presenting)
- Excellent report-writing skills

