



Columba Leadership ([columba.org.za](http://columba.org.za)) is an NGO that activates youth enterprise and employment by helping young people transcend their personal circumstances and offers meaningful social impact to all investors.

**Title:** M&E Manager

**Contract:** Fixed Term Contract for 12 months

**Based:** Savoy Estate, Johannesburg

**Reports to :** Chief Executive Officer

**Key Performance Areas:**

- Refine and/or develop and implement a results-based monitoring, evaluation and reporting system with detailed guidelines for its implementation
- Planning, management, reporting and data analysis
- Develop and strengthen monitoring and evaluation within the organisation
- Facilitate knowledge building and knowledge sharing of M&E to drive efficiency
- Co-ordinate, organise and facilitate different internal and external research/evaluation rubrics (performance evaluation, baseline, mid-term evaluation, final evaluation, etc.)
- Develop terms of reference for hiring researchers and co-ordinate research and studies
- Ensure quality of study reports prepared by the researchers, by providing technical inputs and ensuring compliance of the study with respective terms of reference and share the findings with different stakeholders
- Identify success stories, achievements, lessons learned and document recommendations to be integrated into broader knowledge management efforts
- Prepare M&E reports: Annual reports; quarterly and annual progress reports; impact reports and any other ad hoc reports as required as per indicator frameworks/donor requirements/management needs
- Participate in Programme reviews and provide feedback of results to the provincial and management teams
- Organise and facilitate M&E trainings and workshops including preparation of concept notes and development of training materials, training schedule; etc.
- Conduct field visits for data validation to monitor the quality and completeness of data sets
- Collaborate and co-ordinate, with Programme Team and other internal stakeholders, on monitoring and evaluation matters
- Manage, capacitate and develop M&E staff members

**Minimum Education, Experience and Competencies:**

- Must be in possession of a relevant tertiary qualification
- Experience working in Youth or Community Development advantageous
- Minimum of 5 years' experience in M&E and at least 2 years experience in a management role
- Qualitative and quantitative data analysis experience
- Excellent report writing and presentation skills

- Strong computer skills with a knowledge of many desktop applications that will be useful for the position (Microsoft Word, Excel, Email and other database reporting applications)
- Valid Driver's license essential
- Attention to detail
- Strong administrative skills and results oriented approach to work
- Excellent interpersonal skills, have the ability to take initiative and be a team player
- Ability to think quickly and improvise when necessary
- Ability to effectively support in strategic planning, results-based management and reporting
- Ability to work with minimum supervision
- Adaptability and ability to work in a fluid environment
- Planning skills