



Job Description: Monitoring & Evaluation Coordinator

Reports to: Deputy Chief of Party
Location: Johannesburg
Contract type: Fixed Term Contract

Democracy Works Foundation (DWF) analyses the health of democracy and implements innovative interventions and technologies in order to foster inclusive development through a deepening of democratic culture and capacity whilst ensuring sustainability and independence of its operations.

Democracy Works Foundation is a non-profit organisation working to grow the resilience of democracies in several countries in the SADC region, including South Africa. We do this through:

- Working with political parties to improve their effectiveness;*
- Working with young civil society leaders to grow their leadership and organisational skills;*
- Working with civil society organisations (CSOs) and Provincial Legislatures in 3 provinces to improve the ability of CSOs to improve the lives of their communities.*

DWF is part of a consortium that will manage and coordinate the new USAID project - Promoting Social Cohesion and Preventing Collective Violence (PSCPCV). The aim of the project is to strengthen the resilience of communities in South Africa prone to collective violence. In particular, the project will focus on supporting social cohesion efforts that broaden willing cooperation across many types of social interactions.

Position Summary

The M&E Coordinator will be responsible for designing and implementing the M&E activities of the Project; assisting the Deputy Chief of Party in preparing Quarterly/Annual reports on project progress and will monitor the project activities on a regular basis, developing and maintaining the MIS of the Project and will be responsible for the collection and analysis of different data in relation to the project activities.

This is a fixed term contract until the end of the project and is based on the availability of funds.

Areas of Responsibilities:

M&E System Design:

- Support the development of the M&E System in line with donor requirements and needs of the project
- Elaborate, pilot and validate quantitative and qualitative monitoring tools as well as design the corresponding data collection procedures
- Lead efforts in reviewing existing evaluation approach and to promote more rigorous and impact-oriented evaluation design
- Support and engage in the design and management of constructive information feedback loops to inform program design
- Contribute regular articles to be published on DWF website and other social media platforms
- Performing other duties as assigned.

Monitoring Implementation:

- Supervise and coordinate application of monitoring tools to track program performance in line with the Theory of Change and the M&E Plan
- Offer leadership and technical support to project staff in the implementation of their monitoring responsibilities to ensure correct and timely collection of monitoring data
- Manage and conduct qualitative monitoring among program beneficiaries and other stakeholders, such as surveys, focus group discussions, interviews and case studies
- Establish an inquisitive learning culture within DWF through leading the capacity building efforts in M&E

Data Management:

- Coordinate analysis of real-time program monitoring data collected on a weekly and termly basis
- Lead and conduct analysis of quantitative data as well as qualitative data on all program inputs, outputs and outcomes
- Compile and publish quantitative and qualitative monitoring results in visually-attractive Monitoring Reports for internal and external audiences
- Support the Deputy Chief of Party to respond to Senior Management or donor data queries in an accurate and timely manner

Impact Evaluation:

- Lead the process of designing, piloting and validating quantitative and qualitative evaluation tools
- Oversee and supervise the coordination of impact survey administration and implementation
- Design data analysis in line with the projects Theory of Change and conduct impact data analysis on program outcomes
- Elaborate and design Impact Reports based on impact evaluation results according to donor and DWF needs

Administration and Finance:

- To develop and manage budgets for specific projects and to sign off expenditure up to pre-agreed limits in accordance with delegated authority.
- Ensure responsible expenditure and reporting in line with budget allocation, organisational priorities and donor agreements.
- Ensuring that financial policies, procedures and systems are adhered to.
- Prepare paperwork (incl. purchase requests, payment requests etc) in line with procurement standards
- Keep up to date records in hard and soft copy

Qualifications

- Bachelor's degree in quantitative discipline (preferably in Social Science, Economics, or related field). Honors would be preferable.

Experience, knowledge and key skills

- At least 5 years of experience of supporting project work and/or M&E activities for an NGO with at least 2 years' experience on USAID projects;
- Experience in designing tools and strategies for data collection, analysis and production of reports;
- Knowledge of quantitative and qualitative monitoring methodologies and proven ability to design monitoring instrumentation tools;
- Broad experience in the design and implementation of capacity building activities in M&E
- Strong training and facilitation skills.
- Proficient computer literacy, specifically Excel and Word and in the development of MIS software using database software / or Statistical Software (SPSS, STATA)
- Advanced skills in data analysis presentation and report writing
- Excellent analytical skills combined with a proactive, energetic approach to problem solving
- Good organisation and planning skills
- Good project management skills
- Good people skills and experience working cross-culturally.
- Good problem-solving skills.
- Self-motivated, flexible and proactive;
- Good analytical skills with the ability to identify key points from complex material or information;
- Honesty, integrity and accountability;
- Strong and proven monitoring and evaluation capacity;
- Strong project and financial management experience;

Other skills and behaviours

- High levels of creativity, and innovative problem solving
- Sensitivity towards gender, sexual, ethnic/race, cultural identities.
- Ability to involve other people, harness and build on their ideas.
- Strong interpersonal skills, coupled with ability to influence, advise and train others.
- Self-motivated person able to work with little supervision
- Demonstrate commitment to team work with a high degree of integrity, dependability and confidentiality.
- An understanding of and affinity with DWF's vision, mission and values.

Preferred candidate must be a South African citizen or have permanent residency. Must be in possession of a driver's license valid for Southern Africa, and preferably own vehicle.