



SEEKING: M&E COORDINATOR, VHEMBE DISTRICT

CHoiCe Trust, a Non-Profit organisation operating in Limpopo Province, is seeking a M&E Coordinator who will be responsible for the development and maintenance of the overall monitoring and evaluation framework within the HIV prevention Men who have Sex with Men (MSM) programme implemented in the Vhembe District. This includes ongoing support to the data capturing team with regards to meeting capturing targets, ensuring implementation of the principles of the CHoiCe M&E system and its use in the effective management of the programme and ongoing efforts towards data quality and support in building capacity on data tools and processes.

Role Requirements:

The appointed individual is expected to have the following experience and qualifications:

- A Degree or relevant qualification in a related field
- A minimum of 3 years' experience in monitoring and evaluation and report writing
- Computer Literacy
- Experience in managing a data team
- Good communication skills, including English
- Proficiency in capturing and use of data packages including Ms Office, Tier.net, Orbit-Beyond Data
- Experience in Monitoring, evaluation and Reporting
- People from the MSM Community are invited to apply
- Proof of COVID 19 vaccination

The M&E Coordinator must have excellent analytical skills and the ability to summarize impact, contrasting information in a clear and concise manner. They must have the ability to work independently and to efficiently meet deadlines, to approach their work with energy and a positive, constructive attitude. The individual must have strong interpersonal and good communication skills, able to motivate, support and monitor performance of a team. They must be well organised and deadline driven, detail-orientated and have the ability to multi-task.

Responsibilities include:

- Achievement of capturing targets
- Ensuring quality of data
- Manage Data Clerk team
- Management of project data
- Support with reporting processes and evaluation
- General support

NOTE: We offer a market related salary.

Interested candidates are to forward an email including (a) their CV which motivates their suitability to the position; and (b) their expected monthly salary amount. This should be sent to:

The Human Resources Officer, CHoiCe Trust. E-mail: recruitment@choicetrust.co.za

CLOSING DATE: FRIDAY, 12th July 2024

Please direct questions to patricia@choicetrust.co.za. If you do not receive feedback within 2 weeks of the closing date of this advert, please consider your application unsuccessful.

For more information on CHoiCe Trust see: www.choicetrust.org.za

Persons with disabilities are also invited to apply. Preference will be given to suitably qualified candidates from the designated groups in line with the provisions of the Employment Equity Act, No 55 of 1998 (and any amendments thereto), the relevant internal recruitment policy as well as the organization's employment equity plan. This is a donor-funded position and is dependent on resource availability. CHoiCe reserves the right not to make an appointment on this position.

