

INSETA ROLE PROFILE – Monitoring & Evaluation Administrator

JOB IDENTIFICATION

1. JOB TITLE	2 X Monitoring & Evaluation Administrator
2. POST LEVEL	B Band
3. DEPARTMENT	Project Office
4. REPORTING LINE	Project Office Manager
5. DIVISION	COO
6. LOCATION / CENTRE	Parktown
7. CONTRACT TYPE	12 Months fixed term contract

PURPOSE OF THE JOB

Responsible for supporting the Administration of Project Office in the Monitoring, Evaluation and Reporting on all Discretionary Grants Projects to ensure adherence to all regulations and statutory requirements.
Assist with the Reporting on the performance achievement as compared to the APP applicable to the Project Office.

Key Performance Areas	Outputs and Time Split
Project Monitoring and Evaluation 40%	<ul style="list-style-type: none"> Implement and schedule of employers visits according to the areas/regions as allocated in support of the M&E Operational plan. Utilise the monitoring and evaluation tools in line with defined specifications and indicators for the specific projects Schedule project visits and conduct monitoring and evaluation activities in line with policy and procedure Develop reports and recommendations on monitoring and evaluation as required Develop and present feedback on findings as required. Engage with learners, employers, mentors and other role players to ensure compliance with policies and regulations Identify compliance gaps within the various programmes Review the M&E Site visit reports to identify risky employers and institutions Update and maintain the M&E register on the centralised M&E drive Update and flag any new risks for attention by Project owners Contribute to the quarterly trends report for Manco feedback.
Reporting and Compliance 30%	<ul style="list-style-type: none"> Assist in the Compilation of relevant reports and feedback mechanisms to evaluate project performance ensuring that good practice and lessons learnt are disseminated internally and externally, in terms of DHET requirements. Validate quarterly monitoring reports for DHET Report under INSETA Monitoring and Evaluation activities internally and externally after each monitoring visit. Support in the compilation of monthly consolidated M&E reports based on the M&E visits. Support in the compilation of Monthly/Quarterly/Annual APP Performance reports for submission to Project Manager. Coordinate audit requests for internal audit requirements Receive, check and submit the Validation report to CEO and DHET.

Team Support 15%	<ul style="list-style-type: none"> • Assist with the Investigation of any concerns raised by stakeholders and beneficiaries. • Support the team in resolving the concerns as required • Identify risks and opportunities for recommended improvement and provide feedback as required • Support the team to deliver on its objectives on an ongoing basis
General Administration 15%	<ul style="list-style-type: none"> • Provide administrative support to the M&E Department • Arrange meetings, venues, minutes for M&E Department • Arrange travel, accommodation and car hire for M&E Department personnel as per policy.

REQUIRED QUALIFICATIONS AND EXPERIENCE

<p>Qualifications</p> <p>Minimum Requirement: Grade 12 or equivalent NQF 5 level Qualification in Public Administration or related field</p> <p>Preferred Requirement: NQF 6 Qualification in Auditing/ Public Admin and Project Management qualification.</p>	<p>Experience</p> <p>Minimum Requirement: 1-3 Years of Monitoring and Evaluation or related administrative experience.</p> <p>Preferred Requirement: The above experience in the Seta/Public Sector environment.</p>
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REQUIRED KNOWLEDGE AND SKILLS

<p>Knowledge</p> <p>Minimum Requirement: Knowledge of sector regulation compliance Understanding of SETA Constitution</p> <p>Preferred Requirement: Regulation Compliance Understanding/knowledge of relevant South African legislation including PFMA</p>	<p>Skills</p> <p>Minimum Requirement: Attention to detail, ability to work under pressure and meet deadline under challenging circumstances.</p> <p>Preferred Requirement: Job Specific</p>
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INFRASTRUCTURE REQUIRED

<p>Resources Provided</p>	<ul style="list-style-type: none"> • Desktop Computer • Laptop Computer • 3G Card • Landline telephone • Access to internet • Photocopier • Scanner • Fireproof Safe Keeping Equipment
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ORGANISATIONAL STRUCTURE



INSETA is an equal opportunity employer and preference will be afforded to candidates in terms of our Employment Equity Plan.

Please forward your application letter supported by your CV and qualifications to vacancies@inseta.org.za with the position you are applying for clearly stated.

Closing date: 30 May 2021

INSETA reserves the right not to make an appointment.

No late applications will be accepted.