



**POSITION:** Monitoring and Evaluation Manager

**REPORTING TO:** Senior Monitoring and Evaluation Manager

**REMUNERATION:** Competitive

**LOCATION:** Cape Town

**START DATE:** ASAP



## **Background**

Paediatric-Adolescent Treatment Africa (PATA), a South African NGO, coordinates an action network across sub-Saharan Africa, working with health providers and health facilities to improve the quality of pediatric and adolescent HIV prevention, treatment, care and support. PATA offers a powerful platform for regional collaboration through capacity building, peer-to-peer exchange and learning forums, supporting quality improvement to effect positive change in HIV paediatric and adolescent policy and practice.

Members of Team PATA contribute to a culture of transparency, accountability, trust, and mutual respect. We expect staff to do their best in applying their competence and skill in the consistent, orderly ownership of tasks through to delivery and we invest in their growth as individuals and team members. As a small team, we leverage success through collaboration with funders, partners and stakeholders, whose satisfaction and shared success is a paramount concern.

## **About the Role**

The Monitoring and Evaluation Manager enhances PATA's visibility and profile through excellent performance in:

1. Management of data and information systems.
2. Manage and implement PATA's M&E System.
3. Support to PATA research and practice assessment.

## **Key Performance Areas**

### **Management of data and information systems**

- Manage PATA's data and databases and the processes for data collection and management.
- Development of new M&E data systems and lead in the design, revision and standardisation of data management processes.
- Lead/support the practical analysis of data in programmes for use in donor deliverables (e.g., performance monitoring and quarterly and annual reports), grant proposals, and research outputs.

- Analyse indicator results and provide feedback to Programmes, to help in the review of activities and interventions, analysing where they are falling short or meeting or exceeding targeted performance.
- Own and assure the quality of PATA's M&E data, through institutionalised data quality management and introduce new data management measures as necessary.

**% of effort: 50**

**Measures:**

- Programme and project data quality.
- Data analysis provided to programmes and projects.

**Manage and implement PATA M&E system**

- Ensure harmonised M&E systems, processes, and staff across the PATA network and programmes yield useful, required data for programme and organisational reporting, analysis, and research.
- Oversee the administration of PATA's electronic data toolsets, continuously improving and automating them as needed, to enable network-distributed data collection, analysis, and quality assurance.
- Design and develop appropriate PATA standards, policies and processes for data collection, quality management and administration and ensure staff are trained in their understanding and toolset use.

**% of effort: 25**

**Measures:**

- State of M&E systems, process, and capability within the PATA network.
- Efficiency and quality of data toolsets and research data content.
- Data management and policy frameworks and standards provided to the organisation.

**Support to PATA Research and Practice Assessment**

- Collaborate with Senior Programme Managers – M&E in the development of corrective action plans and programme modifications, using data views to illuminate performance issues and solutions.
- Track and demonstrate performance over time, using reports and data and working with programme and field teams, to identify emerging practices that promise success in paediatric and adolescent HIV treatment, care and support.
- Contribute to PATA's research activities and to the documentation of these promising practices.
- Participate in the preparation of training materials for project staff and PATA programmes.

**% of effort: 25**

**Measures:**

- Quality and timeliness of programme performance reports.
- Feedback on quality of contribution to corrective action plans, research, promising practice documentation, M&E frameworks, and training materials.

**Requirements**

**A. Education and Experience**

- A Post-Graduate Degree in Public Health, Social Science or related discipline is required.
- Master's degree (desired) in Public Health.
- Minimum five years demonstrated experience in the health/development sector required, preferably in the monitoring and evaluation of activities and programmes within an HIV-focused project.

## B. Personal Characteristics and Competencies

- Experience collecting and analysing quantitative and qualitative data.
- Excellent working knowledge of the Microsoft Office suite, and experience using databases and data analysis software is required, experience with MS Excel, SPSS, Microsoft Access, SQL and POWER BI advantageous.
- Experience in designing tools and strategies for data collection, analysis and production of reports is required.
- Record of publications advantageous.
- Willing and able to travel throughout sub-Saharan Africa.
- Fluency in English (written and oral) required, French and Portuguese language desirable.

### Occupational Competencies for this role

<b>Leading and Deciding</b>
Deciding and Initiating Action Take responsibility for delivery across teams, initiating and generating work, making clear decisions
Leading and Supervising Provide clear direction, motivate, and empower, fostering staff development and growth
<b>Interacting and Presenting</b>
Relating and Networking Establish good relationships, relate well to people at all levels, build networks, show respect in relationships
Persuading and Influencing Gain agreement and commitment through persuasion, influence and negotiation and promote ideas well
Presenting and Communicating Information Speak fluently and clearly, with skill and confidence in public, responsive to audience and projecting credibility
<b>Analysing and Interpreting</b>
Writing and Reporting Write convincingly, clearly and succinctly, with structured and logic, and sensitive to audience and need
Applying Expertise and Technology Use specialist expertise and technology, showing commitment to professional growth and knowledge of work
Analysing and Synthesising Analyse information, patterns and relationships in problems and judgement, with understanding of systems.
<b>Creating and Conceptualising</b>
Learning Learn tasks, grasp information, self-correct on feedback, and foster personal and organisational learning
Researching Gather comprehensive information to support decision making and present it practically and usefully
Creating and Innovating Produce new ideas, approaches and insights, creating innovative products, designs and solutions to problems.
Formulating Strategies and Concepts <sup>[L]<sub>SEP</sub></sup> Work strategically, develop positive and compelling ideas that account for a range of organisational issues.
<b>Supporting and Cooperating</b>
Working with People Respect views and contributions; listen, support and consulting; share knowledge and skill; adapt and fit in
Adhering to Principles and Values <sup>[L]<sub>SEP</sub></sup> Uphold our values of respect, trust and accountability; promote equal opportunities and non-discrimination
<b>Organising and Executing</b>

<b>Planning and Organising</b> Set clear objectives and plan; anticipate change and resources; manage time; track performance
<b>Delivering Results in Annual Operating Plans</b> Set appropriate standards; monitor quality and productivity; work in a systematic, orderly, goal-oriented way
<b>Following Instructions and Procedures</b> Follow instructions, procedures, policies and schedules, on time, and comply with legal / safety requirements
<b>Adapting and Coping</b>
<b>Adapting and Responding to Change</b> Adapt to change, tolerate ambiguity, welcome the new, personally responsive and alive to new experiences
<b>Coping with Pressures and Setbacks</b> <sup>[SEP]</sup> Positive and productive, emotionally stable when stressed, with work and personal life in balance
<b>Enterprising and Performing</b>
<b>Personal Development and Achieving Personal Work Goals</b> Tackle goals with enthusiasm, work hard and longer if needed, seek responsibility, growth and development
<b>Entrepreneurial and Commercial Thinking</b> Keep up to date with knowledge, seeking opportunity for work and funding, be aware of financial realities

### How to apply

Interested applicants should submit the following by e-mail to [ireti@ngorecruit.com](mailto:ireti@ngorecruit.com) quoting reference number: **NTP015**

- A CV in word or PDF format (please include 3 references).
- A 1-page cover letter outlining how your skills and experience align with PATA's mission and the unique qualities you will bring to this role.

Application Deadline: 8 July 2024

Interested applicants are encouraged to **apply ASAP**. Only shortlisted candidates will be contacted. For more information about PATA, visit their [website](#) and [Twitter](#) account.