



Southern African Catholic Bishops' Conference

The SACBC AIDS Office has a vacancy for:

Monitoring and Evaluation (M&E) Program Manager

Position Title: M&E Program Manager

Reports to: SACBC AIDS Office Director

Location of position: SACBC Office Pretoria

Qualifications & Experience Required:

- Bachelor's Degree in health, behavioral, social sciences or demography is required
- Minimum 5 years of experience in implementing and evaluating HIV/AIDS treatment and care programs. Seasoned strategic information background preferable with knowledge of PEPFAR program implementing and MER indicator reporting
- Experience with community-based participatory teaching and evaluation methodologies.
- Proficiency in English and one or more local languages
- Experience in MS Office package (Excel, Word, PowerPoint, Visio), Web Conferencing Applications, and information management systems.
- Knowledge of the teachings of the Catholic Church

Duties Include:

- Design M&E program and develop M&E plan
- Develop M&E tools, surveys, surveillance systems, and evaluations
- Train and build capacity of M&E team to understand and use the M&E tools
- Supervise and monitor data capturing
- Produce monthly and quarterly reports as required by the Donor
- Liaise with Donor and stakeholders for M&E requirements
- Manage the M&E team and monitor their performance

Skills and Competencies:

- Good interpersonal and time management skills
- Able to work independently
- A valid driver's license and own vehicle.
- Willing and able to travel extensively.
- Flexibility in terms of working hours, including after-business hours if required, especially during site visits and during deadline periods.

This is a fixed term contract position from 1st March 2019 to 30th September 2019.

The remuneration offered will be no more than R. 35,000 per month.

Please send your CV with your contact details and contact details of three traceable referees, to Mrudula Smithson @ msmithson@sacbc.org.za by 25th February 2019.

Only short-listed candidates will be contacted.