



1. Job title	Monitoring and Evaluation Specialist: African Development Bank
2. Location	South Africa, Pretoria
3. Contract period	Up to December 2024
4. Compensation	Negotiable based on qualifications and experience

Background

The African Organisation of English-Speaking Supreme Audit Institutions (AFROSAI-E) is an autonomous, independent, and non-political organisation with permanent links to the International Organisation of Supreme Audit Institutions (INTOSAI) and the African Organisation of Supreme Audit Institutions (AFROSAI). It has the Supreme Audit Institutions (SAIs) from 26 English-speaking African countries as its members.

The Monitoring and Evaluation Specialist will be responsible for supporting the Project Management Unit (PMU) in the planning, monitoring, and evaluation of the implementation of African Financial Integrity and Accountability Support Project (AFIAP) activities.

Roles and responsibilities

African Financial Integrity and Accountability Support Project (AFIAP) management support

- Take a lead role in the internal coordination and communication of the AFIAP project.
- Align the AFIAP monitoring and evaluation (M&E) and reporting requirements to AFROSAI-E's M&E framework, system, and processes.
- Support the development and roll out of M&E frameworks, guidelines, plans or tools to guide quality M&E.
- Implement the monitoring and evaluation plan contained in the procedure's manual.

Monitoring

- Regularly monitor and ensure adherence to AFIAP M&E plans, tools, and other documents such as results matrices, reporting templates, etc.
- Conduct periodic site visits to AFIAP project sites, to ascertain and promote adherence to agreed standards and timelines of implementation and create greater awareness on reporting.
- Assist with project planning and preparation to facilitate a smooth implementation of project activities.
- Assist with materials development in the form data collection instruments, training manuals and presentations.
- Manage primary data collection for projects as required.

Evaluation

- Establish the project's performance by analysing the gaps between the desired and achieved levels of the monitoring indicators.
- Work towards the appropriation of the results framework and results monitoring indicators by the

project's actors and beneficiaries (coaching for a good understanding of the aspects related to the monitoring-evaluation system: mechanism, tools, indicators, etc.).

- Measure and analyse the project's performance and impact (comparison of the results achieved with the objectives set).
- Conduct internal evaluations, preparing, and facilitating external evaluations and monitoring missions of the project.
- Ensure the electronic and physical archiving of AFIAP reports.
- Ensure all other necessary tasks for the smooth running of the project.

Reporting Activities (MIS)

- Prepare periodic internal and/or donor reports by providing M&E data and content, ensuring that results are aligned to indicators outlined in results matrices and that reports are results based to improve quality of reporting.
- Provide feedback to project managers for programme revisions and amendments based on monitoring or evaluation findings.
- Support and contribute to the annual reports, donor reports and state of the region reports.

Qualifications

- University degree (minimum of 4 years) in planning, economics, statistics, project management, or any other specialty related to project planning and monitoring evaluation, or similar.

Knowledge & Skills

- Monitoring and Evaluation systems, quantitative and qualitative monitoring methodologies, performance monitoring, quality assurance, data management, research, reporting
- Report writing skills, project and time management skills, negotiation skills, computer literacy skills, English language skills

Experience and other requirements

- Professional experience of at least 5 years in the field of monitoring and evaluation of projects or programmes financed by technical and financial partners, including at least 3 years as a Monitoring and Evaluation Specialist.
- Good command of computer tools, in particular common software (PowerPoint, Excel, Word) and specialised software for database management.
- Experience with managing African Development Bank, World bank or UN funded projects.

Contact details and closing date for applications

Interested persons must complete the application form and send it along with a cover letter supporting your application to Marianna van Niekerk at marianna@afrosai-e.org.za.

The closing date for submitting applications is **16 June 2022**.