



Students For A Better Future

Andreas & Susan Struengmann Foundation

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Embrace Your Potential

MONITORING AND EVALUATION SUPPORT COORDINATOR – Cape Town

(12 Month Contract)

Students for a Better Future (SBF) is a prestigious scholarship programme, curated by a specialist team that is redefining what a scholarship means. We support young people on a journey that starts in Grade 6 and ends with their first job. We believe that breaking the chain of poverty begins with one child. And that if given access to quality education with psychological, social, and academic support, as well as personal life skills development, we can change the future.

We are currently seeking a highly motivated and experienced individual to join our team as the Monitoring and Evaluation (M&E) Support Coordinator. This role offers a unique opportunity to contribute to our growth and impact by ensuring effective M&E strategies and practices. If you are a strategic thinker with a passion for driving positive change through effective monitoring and evaluation, we encourage you to apply.

Responsibilities:

Leadership and Accountability:

- Contribute to the refinement and execution of business strategies.
- Support the development and implementation of comprehensive business plans for the assigned area.
- Foster an inclusive organisational culture aligned with values, recognizing and embracing diversity.
- Undertake regular reporting on performance against stated milestones and goals.
- Utilize information for diagnostics, policy development, advocacy, and planning.
- Recommend improved strategies, policies, operations, systems, and processes.
- Work collaboratively with colleagues, promoting cross-learning through active sharing of information.

M&E Methodology and System Development & Review:

- Support the development and review of M&E methodology, tools, and systems.
- Collaborate with the program team to identify gaps and needs for new tools and methods.
- Receive and act on feedback from internal teams and stakeholders on tools and methods.
- Support the development, testing, and piloting of M&E systems within the organisation.
- Assist in training staff to operate the system and develop guides.

M&E Implementation:

- Undertake data management on current systems, implementing checks and balances for data verification and integrity.
- Receive, analyse, and collate reports, including data visualization.
- Maintain databases, create and modify tables.
- Create and update dashboards of data for the organisation to access.

- Manage data backups and archiving.

Programme Learning & Evaluation:

- Analyse data from conducted research to provide feedback (surveys, interviews, stories, consolidation, and analysis of historical data).
- Create and maintain databases of data collected for program evaluation.

Reporting:

- Review data to identify and fix issues with data entry or integrity.
- Interrogate, analyse, and summarize M&E data with frequency for data relevance.
- Organisational data reporting and management using Excel and Power Bi.
- Support consolidating quarterly, biannual, and annual reports that feed to the board and impact reports.

Partnerships & Stakeholder and Organisational Communication:

- Participate in partner/stakeholder-related events and assist with preparation.
- Assist in the preparation and dissemination of external communications.
- Attend external forums as required.
- Contribute to and support the organisational communication strategy.
- Contribute content to internal and external communication platforms, ensuring compliance with POPI regulations.

Operational Planning & General Administration:

- Implement all operational policies, procedures, systems, and infrastructure, as directed by the CEO.
- Deliver high-quality service providing for current and future growth.
- Deliver efficient and effective day-to-day operational services.
- Undertake all administrative/IT responsibilities to support the organisation's operations in areas of direct responsibility.

Financial Sustainability:

- Contribute to the development of the budget for the M&E program.
- Provide feedback to the M&E Lead around cost-benefit analysis in relation to program goals and expenditure against the budget.
- Operate within the scope of sound financial controls.
- Provide honest, comprehensive, and timely reporting, as required.
- Adhere to all legal requirements in relation to the management of the organisation's finances, supporting regular, thorough audit, and reporting mechanisms.

Qualifications:

- Social sciences or relevant tertiary qualification required.
- At least 2 years of work experience or relevant research experience.
- Demonstrated experience in data entry, management and analysis.
- Experience working on excel and Power Bi, as well as any other data management tools.

SBF is an equal opportunity employer who celebrates diversity and is committed to creating an inclusive environment for all employees.

Suitable candidates are invited to send a motivation letter highlighting your suitability to the role, a CV in **Word** format and contact details of three work-related referees to

rudayba@maraisbuffon.co.za

- Contact will only be made with shortlisted candidates.

- Closing date: Sunday 21st January 2024**