

Coalition of African Lesbians – Job Notice

Vacancy: Monitoring and Evaluation Specialist

Location: Johannesburg

Deadline: 20 January 2020

About the Coalition of African Lesbians

CAL works to transform Africa into a place where all lesbian, bisexual and queer women enjoy and can access the full range of human rights, secure in the knowledge that we are recognized as full citizens, with rich and diverse cultures, and have a significant and respected presence in all spheres of life; including the socio-political, economic and cultural.

CAL engages in direct action to demonstrate our resistance and rage against those who oppress us; we mobilise our communities and others to take action against patriarchy, homophobia and other forms of oppression; lobby those in power to make decisions that advance our rights; by constantly developing our own analysis and thinking based on our personal and lived experiences as well as realities and learning from others. In this process CAL engages in creating and producing queer and feminist knowledge, and through media and consciousness-raising work, synergizes community building and advocacy to influence the ideas, beliefs and understanding of broader society about justice for LBQ women.

The ideology of CAL is one that is rooted in an analysis of patriarchy and intersecting bases of oppression including race, class, gender, geography, HIV status, age, gender expression, sexual orientation and other factors. As such, the cross-cutting issue that connects different parts of our work, and our work with different movements, is that of the demand for, and shaping of, autonomy over our bodies and lives as people on the margins, including lesbian women and women who have sex with women, women who are sex workers, young women, women living with HIV and those working on and seeking abortion services, all criminalised, stigmatised and marginalised based on sexuality and gender and related factors. (www.cal.org.za)

About the position

The M&E Specialist provides support to the senior management team in the development of funding proposals and organisational work plans, and tracks the progress of implementation of such plans. She leads on assessing the results of such implementation, and reporting to donors and other stakeholders on such implementation and results.

Duties

The M&E Specialist will report to the Director of Development, and will have the overall responsibility for consolidation of organisational work plans, and development and implementation of a monitoring and evaluation framework for the assessing of progress and results against targets and indicators. The M&E Specialist will be responsible for ensuring integrity and sound design for the collection of data feeding into the M&E framework. The specialist will be responsible for ensuring sustainability of best practices identified, and gauging impact of the organisation's programme work. The specialist will ensure staff at all levels of programme implementation are trained and prepared to fulfil their roles in reporting. Specific duties include:

- Develop and implement M&E systems and strategies for the coordinated design, planning, management and monitoring of programmes/projects and budgets within identified priority areas
- Participate actively in the development of funding proposals
- Participate in planning meetings across teams and, in particular, programme planning processes, in order to support and guide on monitoring and evaluation related needs
- Compile and maintain a consolidated organisational work plan, and monitor and produce regular updates on progress of implementation and completion of activities
- Facilitate regular data collection, analysis of data, verification and validation, to inform reporting

- Facilitate recording/documentation, management/dissemination and preserving of monitoring and evaluation data in a safe and accessible way.
- Support teams and secretariat in developing monthly, quarterly and annual reports against work plans by providing reporting templates and discussing requirements
- Ensure all required reports are produced on time with high quality
- Conduct evaluation/impact assessment studies of all projects/programmes to ensure the achievement of development outcomes
- Formulate M&E recommendations for improving implementation, performance and the design of policies, programmes and projects
- Conduct ongoing reviews of the implementation of M&E systems within CAL
- Undertake research on best practices and trends in M&E to keep abreast of modern best practices and make recommendations for their inclusion in current and future projects, programmes and policies
- Design and deliver M&E training in-house
- Represent CAL at meetings, conferences, courses, seminars, workshops and other processes
- Where necessary, owing to volume of work and/or gaps in capacity, directly assist in the implementation of programmes and projects to ensure that commitments to donors are fulfilled
- Undertake such additional duties as are reasonably expected with the level of the post.

Formal requirements

- Bachelor's Degree or equivalent tertiary qualification/s in Monitoring and Evaluation, Statistics, Research and Data Analysis, Organisational Performance Assessment, or any related Social Sciences discipline;
- 5 years of experience working on monitoring, evaluation and research, managing data intensive programmes, and/or designing monitoring and evaluation methodologies and tools, with progressively increasing responsibility
- Knowledge of M&E issues and indicator development for system strengthening/capacity building and performance strengthening
- Excellent report writing, analytical and communication skills, including oral presentation skills
- Proficiency in Excel, Word and other MS Office Software used for data management

Personal attributes and knowledge

- Good understanding of CAL's mandate
- Knowledge and understanding of issues of human rights and social justice, and particular concern for issues affecting African lesbian women
- Highly organised, efficient, methodical and able to work under pressure
- Ability to work independently and take initiative, while being open, transparent, accountable and consultative
- Self-motivation, with minimal need for supervision, is vital
- Ability to plan, prioritise and deliver tasks on time
- Accuracy, honesty and integrity
- Flexibility and problem solving ability
- Proposal writing skills
- Ability to participate effectively in teams across multiple locations

To apply:

Submit an up to date CV and one-page motivation letter to:
With copy to:

surprise@cal.org.za
bridgette@consort.co.za

No later than 4pm RSA time on:
Do not send copies of certificates.

20 January, 2020