



MONITORING AND EVALUATION SPECIALIST ADVERT

SALARY R799 630 – R999 537 PER ANNUM

Brief Overview of the Role

Implement enterprise-wide monitoring, evaluation and reporting activities to ensure that monitoring, evaluation and reporting of the various organisational programmes and interventions is aligned with best practice, legislative requirements and the mandate of the EWSETA. Building, maintaining, and implementing a Monitoring and Evaluation (M&E) Framework and System for the EWSETA that will provide insight into the social impact of projects, programmes and initiatives, as well as on performance. This is done by:

1. Developing and maintaining an overall M&E framework for the EWSETA.
2. Developing performance standards for the EWSETA.
3. Utilising cost-benefit analysis tools for evaluating work-based learning.
4. Conducting tracer studies for work-based learning.
5. Developing and maintaining a framework for M&E in relation to the Discretionary Grant.
6. Developing and maintaining a framework for M&E in relation to the Mandatory Grant.
7. Facilitating and conducting M&E activities within the EWSETA.
8. Monitoring and evaluating organisational performance.

1. Key Responsibilities

1. Monitoring and Evaluation Strategy Framework, System and Plans
2. Monitoring and Evaluation Impact Analysis
3. Monitoring and Evaluation Organisational Performance Monitoring
4. Service Provider Contract Management
5. Communication and Reporting
6. Teamwork and Self-Management.

2. Requirements of the Role

Inherent Role Requirements		
Requirement	Minimum	Advantageous/Ideal
Qualifications:	B Degree (NQF level 7) or equivalent in a relevant field e.g., Business Management, Education, Public/Business Administration Econometrics, Population Studies or Social/Political Sciences	An Honours Degree (NQF level 8) or equivalent in a relevant field Diploma in M&E

Inherent Role Requirements		
Requirement	Minimum	Advantageous/Ideal
Experience:	<ul style="list-style-type: none"> • At least 5 years' experience in monitoring and evaluation and reporting • Experience in project management • 2 years of experience in the implementation of programmes/projects, monitoring performance against indicators and data processing 	<ul style="list-style-type: none"> • Experience in research • Experience in sector skills planning • Experience in a SETA environment
Training:	1. MS Office (Intermediate skill level)	1. Project Management 2. Any statistical/data processing package
Professional certification and membership of professional bodies	Not Applicable	Relevant, recognised professional bodies, e.g., the South African Monitoring and Evaluation Association (SAMEA)

3. Competency Requirements

Competency Requirements	
EWSETA PREREQUISITE (REFER TO EWSETA'S COMPETENCY FRAMEWORK)	<ul style="list-style-type: none"> ▪ Operational Decision Making ▪ Initiating Action ▪ Planning and Organising ▪ Communicating with Impact
EWSETA CORE COMPETENCIES (REFER TO EWSETA'S COMPETENCY FRAMEWORK)	<ul style="list-style-type: none"> ▪ Stakeholder Orientation ▪ Building Collaborative Working Relationships ▪ Driving for Results ▪ Continuous Learning ▪ Quality Orientation ▪ Demonstrating Personal Integrity
KNOWLEDGE	<ul style="list-style-type: none"> ▪ SETA monitoring and evaluation frameworks ▪ Government requirements regarding monitoring and evaluation ▪ EWSETA mandate, purpose, vision, mission, values ▪ EWSETA operations and processes.

Competency Requirements

	<ul style="list-style-type: none"> ▪ Applicable South African Legislation - Skills Development Act, 1998 (Act 97 of 1998); Skills Development Levies Act. 1998 (Act 9 of 1999); National Qualifications Framework, 2008 (Act 67 of 2008); Further Education and Training Act, 1998 (Act 98 of 1998); Promotion of Access to Information Act, 2000 (Act 2 of 2000); Protection of Personal Information Act, 2013 (Act 4 of 2013). ▪ Broad sector policy mandates – National Skills Development Strategy Plan (NSDP); National Development Plan (NDP); Human Resource Development Strategy for South Africa (HRDSSA); Industrial Policy Action Plan (IPAP); National Infrastructure Plan; New Growth Plan (NGP); White Paper on Post School Education and Training; Integrated Resource Plan 2010; National Energy Strategy; National Water Resource Strategy 2; Medium Term Strategic Framework (MTSF); New Growth Path (NGP). ▪ Sector-Specific Framework – Strategic Framework for Water Services, 2003; National Water Resource Strategy (NWRS); Industry Policy Action Plans (IPAP 2); Water Services Act, 1997 (Act 108 of 1997); National Water Act, 1998 (Act 36 of 1998); Municipal Structures Act, 1998 (Act 117 of 1998); Municipal Systems Act, 2000 (Act 32 of 2000); Nuclear Energy Act, 1999 (Act 46 of 1999); National Nuclear Regulatory Act, 1999 (Act 47 of 1999); National Energy Act, 2008 (Act 34 of 2008).
<p>SKILLS (NOT LISTED IN EWSETA’S COMPETENCY FRAMEWORK)</p>	<ul style="list-style-type: none"> ▪ Verbal and written communication skills ▪ Presentation skills ▪ Building and Maintaining Relationships ▪ Persuasiveness and Influencing skills ▪ Analytical ability ▪ Problem-solving skills ▪ Management Control skills ▪ Empowerment skills ▪ Providing Direction skills ▪ Change Management skills
<p>ATTRIBUTES (NOT LISTED IN EWSETA’S COMPETENCY FRAMEWORK)</p>	<ul style="list-style-type: none"> ▪ Detail Orientation ▪ Process-focused ▪ People Orientation ▪ Able to deal with sector and SETA sensitive information ▪ Tolerance for functioning in a structured and highly regulated ecosystem

Competency Requirements

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| | <ul style="list-style-type: none">▪ Able to promote cross functional effectiveness▪ Decisive and able to quickly react to changing environments▪ Resilience and Agility▪ Emotional intelligence |
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4. Application Process

Please see attached the full detailed Job Description for the role of the Monitoring & Evaluation Specialist. CVs and Certified Qualifications of suitably qualified persons must be forwarded to newrecruitment@ewseta.org.za by no later than the Close of Business 17 March 2025 (i.e. by 16:30 p.m.). Enquiries may be directed to the HR Manager at 010 109 3250 or Mthenjwa Radebe at mthenjwar@ewseta.org.za. Applications received after the closing date will not be considered.

Correspondence will be limited to shortlisted candidates. EWSETA reserves the right not to make an appointment/s for the advertised post.

Appointment will be made in line with the EWSETA Employment Equity targets, i.e. African Male, Coloured Male and Female.

NB: Please use the name of the position on the subject line of your application email.