



The President's Emergency Plan for AIDS Relief (PEPFAR) Fellowship Programme offers an exciting opportunity for masters' level students and graduates to be placed with the Society for Family Health for a twelve month paid fellowship.

Location: Parktown, Johannesburg, Gauteng

Degree Requirements: Masters in Public Health

Necessary Skills:

- Research Methods in the following disciplines: Statistics, Demography/Population Studies, Psychology, Quantitative Sociology and Development Studies
- Proven data collection, processing, analysis and interpretation skills particularly with quantitative data
- Knowledge of Data Management methods and applications and ability to use databases
- Proficiency with MS Office (MS Word, Power point, Excel and MS Access), Statistical Programs (e.g. SPSS)
- Very good, interpersonal, communication and presentation skills
- Report writing skills and ability to present data and research findings
- The ability to take initiative and work both independently or collaboratively
- Willingness to travel and work additional hours when needed
- Valid driver's license
- South African citizen or permanent residence
- Understanding of HIV/AIDS issues will be advantageous.
- Public Sector/NGO/Donor/Government knowledge is preferred

Personal Requirements: To apply for this position you must have completed a Masters Degree or have completed 80% of your Masters course work. South African citizenship or permanent residence is essential.

Contract: 12 months

Commencement Date: 1 March 2012 or 1 June 2012

Job Description:

The incumbent will be required to work with the M&E team to carry out effective monitoring (timely accurate data collection, analysis and reporting) of project activities and outputs and to ensure timely collection of high quality program data and integration into continuous quality improvement and programme development.

He/she will be expected to perform the following duties:

1. Assist in the development and implementation of M&E plans and key program indicators;
2. Assist with the maintenance of a complete and accurate database of all data collected;
3. Analyse data collected by the different programs and departments;
4. Contribute to compiling data and reports as periodically required by programme, marketing and funding organisations e.g. monthly reports, donor quarterly reports, programmatic reports, abstracts etc;
5. Assist with carrying out validity and reliability on all data/information reported in the quarterly progress reports ;
6. Assist in developing management information systems for monitoring and evaluation;
7. Support the design and implementation of SFH surveys according to the approved work plan;
8. Participate in data audits ;
9. Contribute input in support of research and grant proposals, publications and conference presentations;
10. Facilitate knowledge sharing on M&E related matters across the organisation;
11. Assist with training both national and off-site staff on monitoring systems and instruments;
12. Facilitate utilisation of M&E results and provide support;
13. Keep abreast with current trends in HIV and AIDs and other SFH related health areas ;
14. Perform any other duties as may be requested by the Research, M&E Manager from time to time
15. Live the SFH values

For more information please contact:

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OR VISIT OUR WEBSITE TO APPLY ONLINE
www.fellowship.foundation.co.za



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