



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 Catholic Medical Mission Board (CMMB) for a twelve month paid fellowship.

**Location:** Eastern Cape Province

**Degree Requirements:** Masters degree in Social Sciences, Development or a health- related field. The successful incumbent should also have the ability to:

- Develop an application in the evaluation and / or operational research of programmes, to include the design and implementation of evaluation strategies.
- M&E and/or Research experience would be an added advantage.

**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:** November 2011

**Job Description:**

1. To finalise and implement the unified M&E system for the site level CMMB in the Eastern Cape Province in collaboration with local site colleagues and the CMMB Team.
2. To work closely with the M&E Manager and Project Manager to introduce and monitor implementation of the new projects and provide feedback to both and team members, to ensure efficient and effective M&E of all project activities at all times.
3. To ensure consistency of approach at the site level in the M&E of the projects in collaboration with the M&E Manager and Project Manager, using M&E tools developed (hardware, software, written guidelines). To provide feedback to management and team members for changes/improvements to strengthen programme implementation, as appropriate

4. To coordinate quarterly data collection and analysis of statistics and submit Quarterly Service Statistics & Progress Report to M&E Manager and Project Manager.
5. To assist in the compilation of 6 monthly Performance & Financial Donor Reporting with Project Manager for submission to M&E Manager.
6. To undertake regular monitoring and technical support visits to the field including clinics to assess progress against approved M&E Plan.
7. To work closely with Project Manager to design activities to strengthen the capacity of local staff in M&E activities of the CMMB projects through provision of technical support e.g. skills assessment, training and appraisals.
8. To support the design and implementation of baseline/midline/and other surveys according to the approved workplan,
9. To work closely with Project Manager and M&E Manager to conduct regular project reviews, the Mid Term Reviews and Final Evaluation.
10. To contribute to provincial wide organisational learning by preparing and disseminating data, lessons learned, good practices and statistical, qualitative, and anecdotal evidence provided by activities of CMMB to stakeholders.
11. To assist Project Manager to produce a variety of written documents e.g. data summaries, workshop reports, etc.
12. Support the Project Manager in the revision of work plans and strategies In collaboration with CMMB Team , National Office
13. To build and maintain positive relationships with all members of staff, and contacts within the province.
14. To undertake any other reasonable duties as may be requested from time to time.
15. To assist M&E Manager with all relevant training

## **B. AREAS TO MONITOR/REVIEW**

1. Statistics-specific to individual projects.
3. Implementation and monitoring of Information Management Systems

4. Referral system with partner organisations / clinics – effectiveness of the system and quality of services provided to referred clients.
5. Field activities: IEC dissemination, awareness and advocacy programmes both at community & provincial levels as per the approved work plan /M&E Plan.
6. Relevance and effectiveness of trainings (both at National and Site level).
7. Other activities – e.g. level of collaboration with government officials and other partners at clinic, site and provincial levels.
8. Data quality monitoring for all projects

**For more information please contact:**

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**OR VISIT OUR WEBSITE TO APPLY ONLINE**

**[www.fellowship.foundation.co.za](http://www.fellowship.foundation.co.za)**



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