



INTERNAL / EXTERNAL ADVERTISEMENT DIVISION: MONITORING AND EVALUATION 25 February 2021		
REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
M&E: 12/2021	ADVISOR MONITORING & EVALUATION ALL INCLUSIVE REMUNERATION: TCTC: (PER ANNUM) R376 530.00 – R564 794.00	1

MICT SETA seeks to employ a suitably qualified and competent **Advisor: Monitoring and Evaluation** the primary role of the position is to monitor and evaluate all entity wide programmes to ensure alignment with best practice, legislative requirements and the mandate of the MICT SETA.

The successful incumbent will be based at our Midrand office and report to the **Senior Manager: Monitoring and Evaluation**.

This is a permanent position aligned to the Government Gazette No. 375 dated March 2019.

MINIMUM REQUIREMENTS:

- A bachelor's degree in Information Management, Monitoring and Evaluation, Business Management or equivalent
- An additional degree in Auditing or Qualification in Total Quality Management or Project Management will be advantageous
- At least 5 years' experience in monitoring, evaluation and reporting
- Knowledge of the Skills Development and National Qualifications Framework Acts
- Knowledge of Department of Higher Education & Training (DHET), National Treasury, Auditor General Performance Audit and SETA processes
- Knowledge of monitoring and evaluation methodologies and techniques
- Project Management
- Data management
- Performance information in a SETA context will be advantageous
- Auditing experience will be advantageous

TECHNICAL COMPETENCIES

- Advanced MS Office skills
- Planning and organising
- Change management
- Problem solving and decision making
- Excellent Facilitation skills
- Driving performance
- Analytical skills
- Audit, risk and compliance
- Effective written and verbal communication skills

BEHAVIORAL COMPETENCIES

- High attention to detail
- Good interpersonal skills
- Professional with astute attention to detail
- Efficient and effective in meeting deadline and delivering results
- Stress tolerance and works well under pressure

ROLES AND RESPONSIBILITIES

Monitoring and Evaluation Advisory

- Manage the implementation of Strategic Plan and Annual Performance Plan for MICT SETA.
- Oversee the implementation of the monitoring and evaluation plans.
- Work closely with the Senior Manager: Monitoring and Evaluation, to ensure delivery of quality programmes.
- Ensure adherence to the National Skills Development Strategy by ensuring that the strategic plan indicators and performance information are aligned to the audit action plan.
- Provide input into the development of monitoring tools to track performance; and ensure these are updated and are purpose fit with current programmes.
- Build M&E capacity by coordinating identified training interventions to build the requisite skills internally.
- Consolidate the SETMIS report for DHET Reporting purpose
- Conduct monitoring spot check visits on Funded and Sector-Funded projects
- Conduct audit to validate accurate reporting of WSP and ATR submitted
- Conduct spot check visits on accredited training providers
- Conduct audit to validate adherence to Interdepartmental Service Level Agreement
- Build SETMIS Report evidence database.

Governance

- Support the objectives of sound risk management, compliance, reduce risk and corruption.
- Monitor and manage the implementation of Risk Action Plans.

- Report on all the information received and explanations required and identify omissions of which may result in the reported performance information being materially misstated or misleading.
- Oversee the process to obtain audit evidence about the usefulness and reliability of reported performance information, including assessment of the risks of material misstatement of the quarterly and annual performance reports
- Oversee the process of testing the internal policies, procedures and controls relating to the management of, and reporting on performance information.
- Ensure sound contract, administrative and governance services.

Reporting

- Prepare the performance information report in accordance with the performance management and reporting framework.
- Prepare monthly and quarterly performance reports of the qualitative and quantitative achievements of each programme.

Leadership

- Provide appropriate supervision to subordinates and provide relevant training and mentoring.
- Manage key performance areas of directly reporting staff members to ensure achievement of the agreed objectives.
- Assign responsibilities and ensure effective task authorisation protocols are in place.
- Create a culture within M&E that is alert to opportunities to optimise efficiencies across people, process and programmes.
- Review the performance of management information systems to aid in identification of changes and areas of improvement.

Application:

CVs and certified qualifications of suitably qualified persons must be forwarded to the Human Capital Division for the attention of: Mr. Bassanio Gilbert (Recruitment@mict.org.za) by no later than **10 March 2021**. Queries may be directed to 011-207-2611.

Should candidates not hear from us 30 days after the closing date of applications, they should consider their application unsuccessful. Please note this is an open position.



White, Indian, Coloured and people with disabilities are encouraged to apply for this position in-line with the MICT SETA Employment Equity Targets.