

INTERNAL / EXTERNAL ADVERTISEMENT DIVISION: MONITORING & EVALUATION		
18 March 2024		
REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
M&E: 09/2024	ADVISOR: MONITORING & EVALUATION ALL INCLUSIVE REMUNERATION: TCTC (PER ANNUM) R530 800.00 – R740 600	1

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

The role will be based at Midrand Head office and will report to the **Senior Manager: Monitoring & Evaluation**.

MINIMUM REQUIREMENTS:

- A Bachelor's Degree in Information Management, Monitoring and Evaluation, Business Management or Administration or equivalent
- An additional degree in 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, DPME, Auditor-General Performance Audit, Post School Education and Training (PSET) processes
- Knowledge of the Framework for Strategic Plans and Annual Performance Plans and Framework for Managing Programme Performance Information
- Knowledge of monitoring and evaluation methodologies and techniques
- Project Management
- Data management
- Auditing experience will be advantageous
- Willingness to work outside of official hours
- A valid driver's license and willingness to travel is essential.

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.
- Ensure these are updated and are purpose fit with current programmes.

Performance Reporting

- Collect, collate and consolidate performance reports on the prescribed reporting tools.
- Conduct analysis and verify performance information reported against the predetermined objectives.
- Engage with the Departments to improve the quality of the reports against predetermined objectives.
- 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.
- 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.
- Conduct onsite monitoring visit to verify performance information and adherence to MICT SETA policies and legislation.

Risk & Compliance

- Assist in identifying and adhering to fraud controls, risk prevention principles, sound governance and compliance processes, and tools to identify and manage risks.
- Support and provide evidence to all internal and external audit requirements.
- Maintain quality risk management standards in line with relevant requirements.
- Maintain and enforce all related Service Level Agreements to minimise business risk and ensure business continuity.
- Adhere to all relevant laws, policies and Standard Operating Procedures throughout the organisation

Stakeholder Management and Relations

- Build M&E capacity by coordinating identified training interventions to build the requisite skills internally.
- Build and maintain relationships with all MICT SETA business units for the purposes of expectations management and knowledge sharing.
- Provide advocacy on matters related to M &E to empower the MICT SETA stakeholders to make informed decisions.

- Represent and participate in the organisation's committees and tasks teams when required.
- Convene and attend meetings and present findings and business cases to relevant stakeholders when required.
- Implement timeous communication on progress and challenges in achieving the tactical work plans to impact stakeholders.
- Attend industry related forums, conferences and workshops to gain industry insight for the purpose of business improvement.

SYSTEM SKILLS:

- Microsoft Office Suite – Intermediate Level

VALUES

- Customer Centricity
- Ethical
- Innovative
- Committed
- Meritocracy
- Collaboration
- Responsiveness

BEHAVIOURAL ATTRIBUTES

- Planning and Organising
- Decision making
- Results Driven
- Ability to work under pressure
- Problem solving and analysis
- Interpersonal relations
- Team leadership
- Honesty and integrity
- Innovative
- Attentive to detail

FUNCTIONAL COMPETENCIES

- Strategic Planning
- Audit, Risk and Compliance
- Monitoring and Evaluation
- Facilitation
- Verbal and written communication
- Data and Information Management
- Risk Management
- Time management
- Administration Report Writing

Application:

Please click the link to apply <https://forms.office.com/r/i8scN18Kzz> by no later than **27 March 2024**.

Queries may be directed to 011-207-2649.

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



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

POPIA DISCLAIMER- By applying for MICT SETA's vacancy, you hereby expressly give MICT SETA consent to process your personal information in accordance with the relevant provisions of the Protection of Personal Information Act 4 of 2013 ("POPIA").

Further, the MICT SETA shall retain personal information as per the regulations set out by the National Archives and Records Service of South African Act (NARSSA), Act. 43 of 1996, as amended.

Please refer to the MICT SETA POPIA Disclaimer for further information (<https://www.mict.org.za/popia-disclaimer/>)