



ROLE PROFILE

JOB TITLE	Monitoring and Evaluation (M&E) Specialist
REPORTING LINE	Senior M&E Specialist

At Tshikululu, we need original, energetic thinkers and problem-solvers in order to achieve our ambitious goals and make a real impact. We need people who thrive on complexity and are able to 'connect the dots' between seemingly disparate issues and initiatives. We aim to maximise the power of social investment in order to create a world where everyone has the opportunity to thrive.

We need people that are energised by fast-paced collaborative advisory project work as well as longer-term strategic programme management.

We define social investment as any financial commitment – from grantmaking to impact investing – that seeks to drive and measure social impact. Do you want to help design, implement and drive measurement of social impact for some of South Africa's most forward-thinking companies and social investors? Tshikululu is looking for a Monitoring and Evaluation Specialist to help us do just that.

1. PRINCIPAL OBJECTIVE OF POSITION

To provide monitoring and evaluation leadership, expertise and guidance across Tshikululu in order to continuously strengthen our ability to measure and report on social impact. To help ensure Tshikululu maintains its position at the forefront of M&E and social investment.

2. KEY PERFORMANCE AREAS, ACTIVITIES AND INDICATORS

Key Performance Areas	Activities
M&E Strategy and Implementation	<ul style="list-style-type: none"> • Design and refine a Tshikululu-wide M&E framework to effectively measure and report on aggregated social impact across clients. • Build and refine high-quality M&E database to allow for real-time, accurate tracking of social investment activities that reflects overall findings and impact. • Identify and provide M&E insights and recommendations based on data received and tracked. • Participate in new M&E product development, as well as new business proposals. • Assist in updating M&E policy and procedure documents, as well as streamlining processes to increase efficiency and effectiveness across team.
Evaluation	<ul style="list-style-type: none"> • Lead all evaluation activities at Tshikululu, including internal and outsourced activities. • Ensure high-quality evaluations are concluded for all clients, from project design to implementation to report-writing. • Project manage evaluation teams to ensure excellent delivery to clients, on time. • Effectively manage service providers for any outsourced

Key Performance Areas	Activities
	evaluation-related activities.
M&E Planning	<ul style="list-style-type: none"> • Develop and refine M&E plans for all client social investment activities, ensuring we have the most appropriate strategy and methods in place to measure outputs, outcomes and impact. • Support Social Investment and CRM teams to implement M&E plans effectively through on-going engagement, knowledge sharing, developing customised tools and providing ad-hoc assistance as necessary. • Support the collection and analysis of quantitative and qualitative data by Social Investment team to ensure completeness and accuracy. • Analyse and evaluate M&E findings and data to develop insights and recommendations for client social investments. • Initiate and lead regular review of progress against objectives for client social investments. • Carry out site visits with Social Investment team as necessary.
M&E Capacity Building	<ul style="list-style-type: none"> • Identify relevant, appropriate M&E training to ensure team members have requisite skills to deliver. • Maintain and build M&E expertise by attending relevant training, on-going research and participating in discussions/debate. • Drive innovative, high-quality M&E approaches and techniques to ensure Tshikululu remains cutting edge. • Assist in building grantee M&E capacity, when required, through workshops and other engagements. • Identify and develop tools and systems that support M&E capacity building and implementation across all departments in Tshikululu.
Service Provider Contract Management	<ul style="list-style-type: none"> • Develop terms of reference and coordinate service provider selection process for M&E-related activities, as necessary. • Manage any appointed service providers for M&E-related activities, ensuring delivery according to SLA.
Reporting	<ul style="list-style-type: none"> • Develop M&E reporting templates and reports to effectively communicate findings and insights. • Develop organisational M&E trend reports to guide future and current investment strategies.

3. ROLE REQUIREMENTS

Qualifications and Experience

- Relevant Honours degree in statistics, social sciences or similar is required (Master's degree preferred)
- Supporting qualification in M&E is preferred
- At least 7 years' M&E experience is required
- Experience managing and leading evaluations required
- Experience in using AtlasTI and SPSS preferred
- Experience in designing, building and refining a M&E database is preferred
- Experience with social investment-specific M&E activities is preferred
- Valid light vehicle driver's license

4. KEY INTERACTIONS / RELATIONSHIPS

Internal stakeholders

Clients

Programme partners

Service providers
Sector experts
Government
Donors

- Preference will be given to South African citizens
- Appointments will be made in line with Tshikululu's Employment Equity plan and other required legislation
- Persons with disabilities are encouraged to apply
- Tshikululu Social Investments will not be liable for interview travel costs or relocation cost
- We reserve the right not to proceed with the filling of the post advertised
- An application will not in itself entitle the applicant to an interview
- Please ensure that you meet the above requirements before you apply
- Only short-listed applicants will be contacted

Please email your applications to: careers@tshikululu.org.za.

The closing date for applications: Applications will be considered on a rolling basis.

If you have not been contacted within two weeks of the closing date, please accept that your application was unsuccessful.