



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

DEVELOPMENT GRANTS DEPARTMENT

SIBUSISO BENGU DEVELOPMENT GRANT (SB-DP)

Sefako Makgatho Health Sciences University (SMU) is on a renewal path with exciting and unique opportunities to shape the training of medical and other health professionals, and scientists in general. We are on a vigorous campaign to attract top talent to join our exciting journey, as reflected in the opportunity below.

Monitoring and Evaluation Officer (1 post)

(re-advert)

(3-year fixed term contract)

Ref: 97/2024/MJM/P9

The incumbent will be responsible for ensuring the effective management, oversight, and impact assessment of earmarked grants awarded by the Department of Higher Education and Training (DHET) to SMU. The successful incumbent will report to the Director: Development Grants and must meet the requirements, competencies and be responsible for the following key performance areas below.

MINIMUM REQUIREMENTS

- A Bachelor's Degree in Business Administration, Economics, Finance, International Development, Public Administration
- A Completed Qualification or Short-Learning Programme in Monitoring and Evaluation (M&E), Project Management, Grants Management or Financial Management
- A minimum of four (4) years of experience in grants management, monitoring and evaluation, project management
- Ability to analyze data, identify trends, and draw insights from complex datasets
- Familiarity with financial management principles and practices, including budgeting, expenditure tracking, and financial reporting
- Proven ability to navigate online platforms such as Blackboard Collaborate, Zoom and Microsoft Teams with requisite proficiency
- Computer literacy, with a sound knowledge of MS Word, MS Excel, Internet and competency of ITS

COMPETENCIES

- Technical/ professional knowledge and skill
- Relationship management
- Communication and interpersonal skills
- Project management skills
- Planning, organisation and coordination skills
- Presentation and facilitation skills
- Decision Making
- Problem solving
- Work Management

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- Mentoring and evaluation
- Development and implementation
- Change Management
- Quality Management
- Standards & Legislative Compliance
- Goal Setting
- Stakeholder management
- Information Analysis

KEY PERFORMANCE AREAS

- Monitoring the implementation of grant-funded projects or programmes to ensure compliance with grant agreements, timelines, and objectives
- Develop and implement monitoring and evaluation framework to assess the performance and effectiveness of grant-funded projects
- Design data collection tools, such as surveys, interviews, and focus group discussions, to gather qualitative and quantitative data on project activities, outputs, and outcomes
- Prepare regular reports on the progress, achievements and challenges of grant-funded projects for internal stakeholders, donors, and other relevant parties
- Identify and mitigate risks associated with grant-funded projects, such as financial mismanagement, implementation delays, and unforeseen challenges
- Provide technical assistance and capacity-building support to grant recipients to strengthen their monitoring and evaluation capacities
- Facilitate learning and knowledge-sharing activities to promote best practices, lessons learned, and innovation in grant-funded projects
- Ensure compliance with grant guidelines, regulations, and reporting requirements set by funding bodies
- Conduct periodic evaluations and impact assessments to assess the effectiveness, sustainability, and long-term impact of grant-funded projects
- Use monitoring and evaluation findings to inform decision-making and improve the design, implementation and management of future grant-funded projects
- Contribute to the overall development of SMU, and actively promote institutional culture
- Any other duties assigned by the Director

Closing date: 22 November 2024

Applications from Employment Agency will not be considered.

Typed applications (**quoting the reference number**) which should contain a comprehensive curriculum vitae, certified copies of all qualifications and contact details of three referees, should be forwarded, for the attention of Mr MJ Mopai, by email to hr.recruitment8@smu.ac.za

It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents/information will result in your application not being considered.

Telephonic enquiries regarding conditions of service: (012) 521-3624

The Sefako Makgatho Health Sciences University is an Equal Opportunity and Affirmative Action Employer.

Correspondence will be limited to short-listed candidates only. Applicants who have not been contacted within 30 days of the closing date must consider their applications as unsuccessful.

The university reserves the right to make or not to make an appointment.