



## ADVERTISEMENT

### Professional Officer

Contract type: Permanent

Job Level: Skilled / Middle Management

Work Location: Pretoria, Gauteng

The National Research Foundation (NRF) is a government mandated research and development agency established through the National Research Foundation Act (Act No. 23 of 1998). The agency supports and promotes research and human capital development through funding, the provision of National Research Facilities, supporting and promoting public awareness of science to the broader community, in all fields of science and technology, including natural science, engineering, social science and humanities.

The South African Agency for Science and Technology Advancement (SAASTA) is a business unit of the National Research Foundation (NRF) with the mandate to advance public awareness, appreciation and engagement of science, engineering, innovation and technology in South Africa and has been appointed by the Department of Science and Innovation to be the national coordinator for Science Engagement in South Africa.

The National Research Foundation (NRF) seeks to make an appointment for the position of Monitoring and Evaluation Professional Officer who will report to the Monitoring & Evaluations, Planning and Reporting Manager: SAASTA, within Research, Innovation and Impact Support and Advancement (RIISA) at the business unit SAASTA.

The purpose of this job is to develop and maintain Project Management processes and collate, collect, analyze different data set of project activities. This includes contribution towards the implementation of evidence based approach by leveraging on technology for improved data quality, enabling real time monitoring systems for learning and decision making purposes. The position will be based at NRF RIISA business unit SAASTA in Pretoria CBD.

#### Key Responsibilities:

- \* Design, develop, plan, and implement project assessment and evaluation activities. This includes development and dissemination of tools, materials, reports, papers, and intervention-linked research;
- \* Develop operational work plans targets in line with the M&E division and Organisational Business plan;
- \* Cultivate strategies and develop related tools for the design and implementation of monitoring of technical variables of specific projects in consultation with project managers;
- \* Monitor and evaluate the implementation of SE plans to establish potential bottlenecks, recommending corrective actions and to ensure the quality of reporting, internally and externally, (SAASTA, NRF facilities and DSI entities).
- \* Allocate and deploy committees to evaluate the respective science centre within two weeks after they complete self-evaluation;
- \* Coordinate logistical arrangement for all meetings in line with the operational and financial policies;
- \* Provide secretariat support to both peer and accreditation meetings;
- \* Assist the committees with the packaging and circulation of agendas, minutes of meetings and related documents by the timelines set;
- \* Review peer and accreditation reports for quality assurance;
- \* Package reports for submission to the DSI for ratification and signing of Accreditation Certificates through the Manager and MD's office within two weeks of receiving the reports.
- \* Coordinate both peer and accreditation evaluation meetings;
- \* Provide technical support and advice to committee members; and
- \* Provide training to peer and accreditation committees;
- \* Cultivate strategic M&E partnerships to build relationships and alliances with other M&E partners for professional development through presentations and participation at conferences, workshops, meetings, etc.
- \* Provide technical advice to both internal and external stakeholders;
- \* Utilize financial resources effectively to ensuring that project expenditure is within budget;
- \* Plan and compile project costs for budget inputs.

#### Key Requirements:

##### Qualification:

- \* Post graduate qualification (NQF Level 8) in Statistics, Social Sciences (Economics, Information Management and Public Administration) or Professional Bachelor's Degree in Monitoring and Evaluation.
- \* Five (5) years.

- \* A valid driver's license.

**Experience:**

- \* Five (5) years relevant work experience in conducting evaluations
- \* Three of which must be in leading and managing projects or qualifications in project management.

**Knowledge:**

- \* Demonstrated knowledge of and experience in applying Monitoring and Evaluation principles in projects and/or social research
- \* Design Monitoring and Evaluation Systems
- \* Design and implement evaluations and performance assessments using both quantitative and qualitative research methods

**Additional Notes:**

- \* Work under pressure, pro-active and interpersonal skills
- \* Work effectively in a team
- \* Conceptualize programme and writing of concept documents
- \* Good Planning and organizing Skills
- \* Creativity & Problem Solving Skills
- \* Strong Analytical Skills
- \* Good Negotiation Skills
- \* Well-developed Presentation Skills
- \* Ability to design complex spreadsheets and reports (tables, graphs, dashboards, etc.) using a variety of analytical methods and tools.
- \* Policy Analysis
- \* Organizational Performance environment
- \* Management Consulting

**Information:**

The website [www.nrf.ac.za](http://www.nrf.ac.za) provides more details on the NRF initiatives and activities.

**Applications:**

Applicants should submit a comprehensive CV by logging to <https://ess.nrf.ac.za/Account/Recruitment> and apply online. Applications should be accompanied by a letter of motivation indicating the applicant's suitability for the position. The names and contact details of at least three referees should be provided.

The NRF offers a challenging career and competitive remuneration package which is commensurate with qualifications and experience. The NRF is committed to employment equity and redress and the appointment to the position will be made in line with the NRF Employment Equity Plan.

The NRF reserves the right not to make an appointment.

Correspondence will be sent to short-listed candidates only