



WE ARE HIRING!

The South African Monitoring and Evaluation Association (SAMEA) is looking for an Emerging Evaluator (EE) Coordinator.

POSITION DESCRIPTION

A. Summary Statement of the Position

The Emerging Evaluator (EE) Coordinator is responsible for coordinating the SAMEA EE programme and providing administrative and project support to the EE and capacity building portfolio. The Coordinator is also responsible for managing contracted consultants (as applicable) and EE interns, and managing SAMEA's relationship with mentors and host organisations.

SAMEA is looking for someone who is excited about supporting the development of young M&E professionals, confident in managing relationships, driving initiatives and designing and documenting organisational processes and procedures. The ideal coordinator is someone who readily takes initiative, implements routine processes systematically and consistently and is able to prioritise and deliver good quality work under tight time pressures.

B. Key Performance Areas and Scope of Responsibilities

The EE Coordinator reports to the SAMEA Coordinator, and indirectly to the Board EE and capacity building portfolio regarding specific functions. An indicative, but not exhaustive, description of responsibilities is provided below.

1. EE programme planning, coordination and administration

- a. Be the custodian of EE Programme Documents.
 - i. Develop and maintain the EE programme concept note and standard operating procedures (SOPs) - with the EE portfolio.
 - ii. Develop an EE programme plan - with the EE portfolio.
 - iii. Implement and monitor the EE programme plan - with the EE portfolio.
 - iv. Compile and monitor the EE programme budget - with the Treasurer and EE portfolio.
 - v. Develop a risk matrix, keep it updated and actively manage risks to the success of the EE programme.
 - vi. Develop and implement an electronic filing system for EE programme documents.
- b. Provide administrative support to the EE portfolio, EE Technical Working Group (TWG), and EE thematic interest group (TIG) including:
 - i. Compile documentation for meetings (agendas, supporting documents, meeting correspondence etc).
 - ii. Take accurate minutes of meetings and disseminate meeting minutes timeously after meetings.

- c. Manage EE programme correspondence with hosts, EEs, mentors, funders, and others and attend to enquiries.
- d. Organise and/or provide support for EE capacity building events and EE's participation in SAMEA events such as conferences, capacity building workshops, webinars and special projects (including rapid evaluations). This may include marketing events to EE's, supporting EEs attendance at events and facilitating EE feedback after events.

2. **Reporting**

- a. Compile programme reports for funders and other programme partners including:
 - i. Quarterly narrative online reports;
 - ii. Quarterly financial reports; and
 - iii. Ad hoc reports as required.

3. **Stakeholder relationship management and fundraising**

- a. Support regular engagements with key programme stakeholders including funders.
- b. Support new engagements with potential programme partners including funders by developing programme information and marketing material.

4. **Communication**

- a. Prepare website content and manage the EE webpage.
- b. Prepare social media posts.
- c. Create content for the SAMEA quarterly newsletter.
- d. Create materials including flyers and google forms for the EE TIG and disseminate them via social media and the SAMEA website.
- e. Create and manage EE WhatsApp groups.
- f. Collect and collate feedback from EEs including possible video reflections.

4. **EE intern, host and mentor recruitment and management**

- a. Market the EE programme and encourage EEs to join the EE database.
- b. Maintain and manage the EE database (EE internship applicants and other EEs).
- c. Lead the process of recruiting EE interns, including development and advertising of internship ToRs.
- d. Develop and implement an onboarding and induction process for EE interns, including requesting bios/photographs which will be published on the EE webpage.
- e. Check in with EE interns monthly, identify and resolve issues as they arise and escalate as required.
- f. Source host organisations and internship opportunities and match them with EE interns.
- g. Maintain and manage the database of host organisations.
- h. Ensure that MoUs are signed with host organisations and manage these MoUs, including the payment of EE intern stipends (host organisations to pay interns and invoice SAMEA).
- i. Verify that host organisations sign contracts with EE interns and that these contracts are compliant with labour legislation.
- j. Check in with host organisations every 3 months, identify and resolve issues as they arise and escalate as required.
- k. Lead the process of recruiting EE mentors and matching them with EEs.
- l. Maintain and manage the database of EE mentors.
- m. Ensure that MoUs are signed with mentors and manage these MoUs.

- n. Check in with mentors every 3 months, identify and resolve issues as they arise and escalate as required.
- o. Design research instruments and send surveys, conduct close-out interviews and request close-out reports from EE interns, host organisations and mentors.

5. Generic requirements

- a. Contribute to the development of a professional working environment.
- b. Uphold and ensure adherence to SAMEA's policies procedures.
- c. Work in a flexible manner in line with SAMEA's objectives and be willing to undertake other duties as reasonably requested.
- d. Work confidently and productively on your own initiative, and manage a diverse and demanding workload to set timescales and deadlines.

C. Competence Requirements

The ideal candidate will have:

- A minimum of a bachelor's degree or equivalent.
- At least three years of experience in project and stakeholder management.
- Experience coordinating workshops and other events.
- Demonstrated ability to build strategic relationships and fundraise and report back to funders.
- Report writing experience.
- The ability to curate social media content.
- Financial management skills.
- Experience working with databases, specifically customer relationship management (CRM) databases would be an advantage.
- Interest and ideally experience in the capacity development of young professionals.
- A structured way of working and ability to document standard operating procedures.
- A high standard of verbal and written English language skills.
- Intermediate to advanced proficiency in MS Office and Google Workspace.
- The ability to work under pressure and to meet tight deadlines.
- Be a proactive, self-starter, able to work with minimal supervision and to work effectively face-to-face and remotely as part of a team.

Candidates must have a valid work permit or be legally able to work in South Africa and should be able to work from home. Preference will be given to candidates who are familiar with or have some experience in Monitoring and Evaluation, and/or have worked with a voluntary organisation, think tank or academic institution.

D. Contract and Salary

SAMEA offers a competitive salary. This is a full-time fixed term contract position for a period of 12 months, subject to successful completion of a three months' probation period.

E. How to Apply

All applications must be submitted to info@samea.org.za no later than 17h00 on 24 July 2023. Interviews will be conducted with shortlisted candidates on 3 and 4 August 2023 and a decision will be made shortly thereafter. Please make sure your application includes a covering letter, CV with three contactable references and a copy of your qualifications. Please contact Sivenati Yami at info@samea.org.za or +27 10 447 2572 for any enquiries.