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Johannesburg Social Housing Company

61 Juta Street
Braamfontein
2094

PO Box 16021
New Doornfontein
2028

Tel 0861 JOSHCO
Tel +27 (0) 11 406 7300
Fax +27 (0) 11 404 3001
Email info@joshco.co.za
www.joshco.co.za

EXTERNAL ADVERT

17 May 2022

The Johannesburg Social Housing Company SOC Limited (JOSHCO) mandate is to develop and manage affordable rental housing for the lower market as an integral part of efforts to eradicate the housing backlog of the City of Johannesburg. JOSHCO is a registered Social Housing Institution and is accredited by the Social Housing Regulatory Authority (SHRA). **We invite suitably qualified and experienced persons to apply for the following vacant position.**

Position : Specialist - Monitoring and Evaluation
Employment Status : Permanent
Department : Business Planning and Strategy

Purpose of the Job: Responsible for designing and implementing the Monitoring and Evaluation activities, assisting the manager in the capital project activities on a regular basis and report progress against the plan, will be responsible for the collection and analysis of different data in relation to key programmes in the organization.

Responsibilities (but not limited to the following):

- Support the development of the Monitoring and Evaluation System in line with the JOSHCO requirements and needs
- Elaborate, pilot, and validate quantitative and qualitative monitoring tools as well as design the corresponding data collection procedures
- Lead efforts in promoting more rigorous and impact -oriented evaluation design
- Supervise and coordinate application of monitoring tools to track program performance in line the Theory of Change and the Monitoring and Evaluation Plan
- Offer Leadership and technical support to Monitoring and Evaluation staff in the implementation of their monitoring responsibilities to ensure correct and timely collection of monitoring data
- Lead and conduct analysis of quantitative data as well as qualitative data on all program inputs, outputs, and outcomes
- Design data analysis in line with the projects Theory of Change and conduct impact data analysis on program outcomes
- Elaborate and design Impact Reports based on impact results according to JOSHCO's needs
- Ensuring that financial policies, procedures, and systems are adhered to
- Compile and publish quantitative and qualitative monitoring results in Monitoring Reports for external and external audiences
- Oversee and supervise the coordination of impact survey administration and implementation

Minimum job Requirements, interested applicants must be in possession of:

- A Degree or National Diploma in Public Administration or Social Sciences or related field
- A relevant Post Graduate Diploma in the related field is an added advantage
- At least 4 years' experience in the performance monitoring and evaluation environment
- Knowledge and understanding of government/local government decision-making, planning, policies, and priorities.
- Knowledge of relevant and applicable Legislations and National Treasury Frameworks.
- Knowledge of document management, tracking and retrieving of information relevant and applicable Legislations
- Planning and implementation of Monitoring and Evaluation systems
- Knowledge of Information analysis and report writing

Skills and competencies- The ideal applicant must possess the following skills and competencies:

- **Generic skills:** Communication, Facilitation, Conflict Management, Planning and Organizational, Relationship Management, Teamwork and Project Management.
- **Management and leadership skills:** Leadership skills, Data Analysis skills, Budgeting and Budget Management skills, Performance Management skills, Networking Skills, Decision-making skills, Negotiation skills, Problem-Solving skills and Monitoring skills.
- **Technical Knowledge and Skills:** Data Collection and Management, Performance Monitoring and Evaluation Techniques and Processes.
- **Attributes:** Emotional Intelligence, Persuasion, Assertiveness, Interpersonal Skills, Attention to detail, Adaptability, Flexibility.

Application Procedure:

Interested applicants are invited to apply by submitting their CV's together with certified copies of qualifications and ID to: recruitment@joshco.co.za quoting the position applying for in the Subject Line. **Cv's and Copies of Qualifications should either be in Word or PDF Format, other formats will not be considered.** Failure to submit the required documents will result in your application not being considered. JOSHCO is an equal opportunity and affirmative action employer, and all appointments will be made in accordance with the Company's Employment Equity Plan to promote its representivity (race, gender, and disability). Correspondence will only be limited to shortlisted candidates and applicants who have not been contacted within 6 weeks should consider their applications unsuccessful. JOSHCO reserves the right not to make an appointment.



Closing date: 25 May 2022