

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

The Department of Small Business Development is an equal opportunity & affirmative action employer. It is the DSBD's intention to promote representativity (race, gender, youth & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference.

- APPLICATIONS** : Candidates must submit applications to applications@kgadi.co.za and quote the reference number for the abovementioned position on the subject line (email) when applying. i.e "REF NO: DD SWM&E"
- CLOSING DATE** : 08 March 2024 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of race, disability, youth & gender will receive preference as per the DSBD EE Plan.

OTHER POST

- POST 07/01** : **DEPUTY DIRECTOR: SECTOR-WIDE MONITORING AND EVALUATION**
REF NO: DD SWM&E
(Internal)

- SALARY** : R811 560 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree (NQF level 7) in Community / International Development Studies / Development Economics/ Demography / Development Statistics/ or other related Social Sciences/ Human Science qualification as recognised by SAQA. 5 years' experience in Monitoring and Evaluation environment with a specific focus on Monitoring and Evaluation methods, data, and information management of which 3years must be at Supervisory level. Knowledge of planning and reporting. Basic knowledge and experience in research methodology. Knowledge of project cycle management, administration, and evaluation concepts and procedures. Knowledge of and ability to design monitoring and evaluation instruments (interview schedules, questionnaires, etc.). Knowledge of at least one data analysis software such as SPSS, STATA/Atlas.ti. Certificates in Monitoring and Evaluation and Project management would be considered an added advantage. Training in MS Office packages with demonstrated proficiency in (Excel, Word, PowerPoint, Publisher, and SharePoint). A valid driver's license is required. Have proven competencies: Problem-Solving and analysis, Communication (verbal and written), Organising skills and time management, Interpersonal skills, Client orientation and customer focus, Stakeholder relations, Quantitative and qualitative research methods, Negotiation skills, and Report writing skills.

- DUTIES** : Develop Monitoring and Evaluation framework inclusive of but not limited to Developing and implementing a monitoring and evaluation system, plans to track projects/ programmes results and protocol for projects/ programmes indicator revisions, Providing technical advice and support to projects/ programme managers in the development of measurable indicators in accordance with the relevant guidelines. Compile and submit quarterly and annual analysis reports on projects and programme performance. Undertake midterm evaluation (information evaluation) and end-term evaluation (summative evaluation) to assess the Department's track towards achieving its 5 years strategic objectives. Manage the sub-directorate to ensure efficient and effective implementation of the operational plan, performance plan, management of performance and discipline of supervisees, etc. Communicate with stakeholders, clients, management & colleagues: Written, Verbal, and formal presentations/conduct capacity building and information sharing sessions on monitoring and evaluation application tools. Participate in the identification of stakeholders' needs and maintain relations etc.

- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office
Tel No: (012) 394-5286/43097