



MANAGER: RESEARCH MONITORING AND EVALUATION
PERMANENT POSITION
Ref: AgriS1001/2021
PATTERSON GRADE D3

DESIGNATION	Manager: Research, Monitoring and Evaluation
Reporting to	Executive Manager: Skills Planning and Research
Division	Core
Business Unit	MNE
Office Location	Head office (Pretoria)

JOB PURPOSE	Oversees and supports all monitoring and evaluation (M&E) and operational research activities of the AgriSETA. This position is responsible for designing, implementing, monitoring and reporting against the AgriSETA comprehensive programme, M&E plan and framework that provides accurate and quality routine programme data to AgriSETA, the Department of Higher Education (DHET), National Treasury and Auditor-General. Track and provide evidence needed to improve activities and assesses the impact and outcomes of AgriSETA programmes. .
ROLE CONTEXT	Oversee AgriSETA's research, planning, organisational performance monitoring, reporting and the evaluation of the AgriSETA interventions and projects.

KEY PERFORMANCE AREA	FUNCTIONAL OUTPUTS / ACTIONS
Initiate and implement research within the Agricultural sector	<ul style="list-style-type: none"> ▪ The AgriSETA Sector Skills Plan reviewed, updated in line with the regulations, frameworks and guidelines of Department of Higher Education and Training ▪ Coordinate the gathering of information towards the review of the Sector Skills Plan through the implementation of the research agenda ▪ Coordination and information gathering through partnerships with Sector Skills Committees and other research partners

	<ul style="list-style-type: none"> ▪ Establish and maintain a research desk within AgriSETA to coordinate all internal and external research activities.
<p>This is function of Senior Manager SP –the current is specific</p>	<ul style="list-style-type: none"> ▪ The AgriSETA Strategic Plan and Annual Performance Plan reviewed, updated in line with the regulations, frameworks, and guidelines of the National Treasury, Auditor-General, and Department of Higher Education and Training ▪ Coordinate the gathering of information towards the review of the Strategic Plan and Annual Performance Plan. ▪ Planning documents submitted on time and approved by the Minister of Higher Education and Training
<p>Establishing a credible institutional mechanism for skills planning</p>	<ul style="list-style-type: none"> ▪ Lead and provide oversight for the planning of AgriSETA programmes inclusive of indicators to ensure attainment of the AgriSETA goals and strategic objectives or ▪ Ensure strategic performance management by aligning the core operational activities with the organisation’s Strategic Plan: ▪ (repeat) Identifying and managing all relevant risks in plans ▪ Coordinates AgriSETA’s strategic, performance planning and reporting processes by: ▪ Coordinating closely with the operations and M&E unit for data planning, identification of data sources, and collection of data for monitoring purposes ▪ Leading the process of monitoring, evaluating and reporting on the performance of the AgriSETA in line with agreed measures and standards ▪ Managing the performance reporting process in order to ensure measurability, accuracy, validity, reliability and timeliness of submissions
<p>Management of Performance Information Monitoring and Reporting</p>	<ul style="list-style-type: none"> ▪ Establishing and managing a Monitoring and Evaluation framework with clear-cut goals, outcomes, outputs, inputs, processes, indicators, data needs and sources, and reporting formats and frequency, for effective monitoring, reporting and updating progress of programmes and projects in different functional units by: ▪ Preparing specific logical models, performance measurement frameworks, including the collection of baseline data for newly designed projects ▪ Accurate and balanced reporting of the qualitative and quantitative achievements in line with the Framework for Managing of Programme Performance information, issued by the National Treasury as well as in line with

	<p>DHET reporting requirements.</p> <ul style="list-style-type: none"> ▪ Standard Operating Procedures linked to performance indicators developed and monitored for implementation by the process owners. ▪ Advising process owners on evidence requirements for monitoring and reporting ▪ In-house validation conducted by M&E unit against SOP on monthly data reported. Non conformance compiled, feedback report prepared on trends and reported at the Performance Information Monitoring meeting.
Monitoring and Evaluation Leadership and Systems development	<ul style="list-style-type: none"> ▪ Lead M&E system and process development and define and implement key performance and impact indicators. ▪ Support, programme, project and regional staff on ways to properly document, organise and capture programme progress, including coaching, mentoring the arrangement of formal training where required. ▪ Review the performance of management information systems to help identify potential modifications and improvement areas.
Qualitative Monitoring of the AgriSETA learning interventions	<ul style="list-style-type: none"> • Site visits qualitative monitoring tools developed, implemented through the regions and the results analyzed for impact and strategic intervention.(work with Regional Coordinators to gather data to analyse impact and advise on intervension)
Evaluation Plan development and implementation	<ul style="list-style-type: none"> • Projects identified in the evaluation plan scoped, terms of reference developed and projects implemented.
Performance Information Data Management and Analysis	<ul style="list-style-type: none"> • Keep abreast of developments in grant and programme changes and progress in order to advise and recommend tools and strategies to monitor programme and or project performance and results. • Identify strengths and weaknesses in existing data collection and management systems and propose solutions. • All performance information gathered, collated and verified • Participate in programme and project evaluations, surveys, impact studies in order to advise and recommend tools and strategies to improve results. • Site visits are conducted and reported quarterly and all performance information is verified for audit purposes. • Contribute to the effectiveness of the organization's

	management information system (MIS) by making recommendations.
People Management	<ul style="list-style-type: none"> ▪ Monitor the performance of Research and M&E Office Advise on standards ▪ Conduct performance appraisals and identify training needs.
AD HOC	<ul style="list-style-type: none"> • Any other duties which may be assigned from time to time

INTERNAL AND EXTERNAL CONTACTS	<ul style="list-style-type: none"> ▪ Internal: All AgriSETA Divisions ▪ External: DHET, AGSA, IA, National Treasury, Learners, Companies and other institutions working with AgriSETA
MINIMUM QUALIFICATIONS AND EXPERIENCE	<ul style="list-style-type: none"> ▪ Relevant Bachelor's Degree in Information Management/Statistics/ Business Administration / Public Administration / M&E or an equivalent degree with Research and Management as passed modules ▪ Eight (8) years experience in Research and M&E. Three (3) years' must be at managerial level in monitoring and evaluation / information management / quality assurance <ul style="list-style-type: none"> ▪ Proven experience in M&E set-up and data management ▪ Experience in training and providing technical support to professionals and M&E methodologies and tools ▪ Project management experience and knowledge of project management frameworks and methodologies ▪ Knowledge and understanding of research and development formulation and methodologies
REQUIRED COMPETENCIES	<ul style="list-style-type: none"> ▪ Advanced Computer Skills ▪ Knowledge of relevant legislation within the SETA environment ▪ Systems and process orientation, client service background. ▪ Management of data integrity for reporting purposes. ▪ Experience of capacity development and reporting. ▪ High level business overview and knowledge of National Treasury, Auditor General Performance Audit and SETA processes

	<ul style="list-style-type: none">▪ Good spoken, written and presentation skills to individuals and groups.▪ Ability to interpret data and convert data to management information▪ Ability to do trend analysis and advice thereon▪ Ability to develop manuals and forms
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Please forward your updated CV with a covering letter (excluding certificates) to the following address: Recruitment@agriseta.co.za

Closing date: 15 October 2021

Enquiries: Baepi@agriseta.co.za

Note: Communication will be restricted to the shortlisted candidates only. Should you not hear from us in 4 weeks after closing date of this advertisement, consider your application unsuccessful.

This advertisement has minimum requirements listed. Management reserves the right to use additional relevant information as criteria for short-listing. AgriSETA is an equal opportunity employer and preference will be afforded to candidates in terms of Employment Equity Plan.



Disabled candidates are encouraged to apply and an indication in this regards will be appreciated.