

**RESEARCH, MONITORING AND
EVALUATION INTERNS X2
18 MONTHS
REMUNERATION: MARKET RELATED
Ref: AgriS0903/2022**

DESIGNATION	Research, Monitoring and Research Intern
Reporting to	Manager: Research, Monitoring and Evaluation
Division	Skills Planning and Research
Office Location	Head Office (Pretoria)
JOB PURPOSE	AgriSETA is looking for suitably qualified candidates to apply for the Skills Planning and Research Internship Programme 2022 / 2023 to gain industry related experience.

KEY PERFORMANCE AREA	FUNCTIONAL OUTPUTS / ACTIONS
MONITORING AND EVALUATION	<ul style="list-style-type: none"> • Monitoring of AgriSETA projects • Evaluation of performance information and data • Collection of data • Administering questionnaires
MANAGEMENT OF DATA	<ul style="list-style-type: none"> • Collate, capture and store all questionnaires and research tools used to capture data • Compile research related data on request • Maintain various data sets • Basic data analysis
STAKEHOLDER LIAISON	<ul style="list-style-type: none"> • Maintain stakeholder relations
ADMINISTRATION	<ul style="list-style-type: none"> • Organise project site visits for monitoring and evaluation • Generate weekly and monthly reports • Assist with basic administration tasks • Manage records and tracking of all research-related activities

AD HOC	<ul style="list-style-type: none"> Any other duties which may be assigned from time to time
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INTERNAL AND EXTERNAL CONTACTS	<ul style="list-style-type: none"> Internal divisions All divisions within AgriSETA External partners and stakeholders
MINIMUM QUALIFICATIONS AND EXPERIENCE	<ul style="list-style-type: none"> NQF Level 6 / Diploma / Degree in Monitoring and Evaluation or Equivalent qualification Audit environments will be an added advantage. Basic statistics experience Driving license is mandatory
REQUIRED COMPETENCIES	<ul style="list-style-type: none"> Be willing to travel Project management skills Demonstrated competence with Microsoft Word, Excel, Outlook Excellent written, verbal and interpersonal communication skills Have the necessary administrative skills Demonstrate ability to work well as part of a team

Employment Period:

An updated CV with a covering letter (excluding certificates) should be forwarded to: recruitment@agriseta.co.za

Closing date: **26 September 2022**

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 the 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 regard will be appreciated.