



Position Title:	Monitoring, Evaluation & Research Manager
Country:	South Africa, Cape Town

PATA is a South African NGO that aims to mobilize, strengthen and give voice to a network of frontline healthcare workers to improve paediatric and adolescent HIV treatment and care in sub-Saharan Africa. PATA works collaboratively with 320 paediatric HIV clinics across 24 sub-Saharan African countries, providing various programs and serving as a resource to support achievement of quality improvement goals and to effect positive change in HIV paediatric and adolescent policy and practice.

1. JOB SUMMARY:

The Monitoring, Evaluation & Research Manager provides management and coordination of PATA's M&E system and supports its research endeavours, centrally overseeing the collection, entry and analysis of programme data, and supporting their write-up in reports, proposals and academic publications.

The MER Manager reports to the Head of PATA Programmes and the PATA Technical Advisor and supervises an M&E data capturer/officer. S/he will work closely with the PATA team to generate evidence and knowledge and direct its appropriate and consistent use in donor reporting, grant proposals, policy briefs, peer-review publications and a coherent advocacy and communications plan.

2. RESPONSIBILITIES AND TASKS:

Key Performance Area #1: *Manage and implement PATA M&E system*

- Ensure PATA M&E systems can yield useful and required data for programme and organisational reporting
- Harmonize M&E across all PATA programmes to support accessible data and information for reporting
- Manage existing M&E electronic databases, and design new databases as needed, which allow for programme and research data entry and include automated data analysis, data tables and graphs
- Design and develop appropriate standards in PATA for data collection tools, data management approaches and database administration and ensure staff are trained in their use

- Oversee and coordinate all PATA M&E data entry and undertake quality assurance by quality checking data and troubleshooting issues
- Contribute to PATA programme reporting by analysing M&E data and reporting thereon according to set frameworks
- Design data collection templates (standardised where possible) as needed for programme and research activities

% of Time: 50

Key Performance Area #2: *Inform PATA Strategy and Programme Development*

- Track programme objectives and outputs against PATA’s mission and theory of change
- Design and implement a logical framework for PATA and each of its programmes
- Participate in conceptualising and designing high quality programmes, based on evidence from M&E findings and learnings
- Contribute to PATA proposal writing by analysing M&E data and using these data as evidence to motivate for new programmes

% of Time: 20

Key Performance Area #3: *Coordinate PATA Research and inform PATA advocacy*

- Working with PATA Technical Advisor, coordinate PATA’s research activities, including the initiation and organization of research undertakings or the writing up of promising or best practices
- Design and use PATA programme reporting & databases to support PATA programmes team to locate emerging promising practices in paediatric and adolescent HIV treatment, care and support
- Contribute to documentation of promising practices and research through supporting the development of academic articles, conference and meeting presentations and policy briefs

% of Time: 20

Key Performance Area #4: *Perform other duties as assigned.*

- Provide technical support to Programmes team, as well as its field and consortium partners
- Represent PATA at specialist meetings
- Represent PATA in academic, foundational and peer bodies, events and transaction as and when required
- Facilitate workshops at PATA Summits and Local Forums (events)

% of Time: 10

3. REQUIREMENTS:

A) EDUCATION/ TRAINING/KNOWLEDGE

- Honours (required) or Masters Degree (desired) in social science, public health or development
- Diploma or certificate in M&E and/or data management/statistics
- Knowledge of trends and issues in monitoring and evaluation (required) from remote settings ideal (desired)

- Knowledge of paediatric-adolescent HIV prevention, treatment, care and related technical areas in sub-Saharan Africa (desired)

B) EXPERIENCE

- Four years of M&E management experience in the health/ development sector, preferably working within an HIV-focused project
- Data analysis experience (conducting and analysing quantitative and qualitative data)
- Publication record advantageous
- Experience in donor reporting and designing and implementing M&E frameworks for international funders
- Working knowledge of the Microsoft Office suite, and experience using databases and data analysis software; experience with Microsoft Access and/or SQL advantageous
- Experience in managing a team

C) PERSONAL CHARACTERISTICS

- Must be a citizen or in possession of a permanent resident certificate
- Must be fluent in English. Fluency in French and Portuguese is advantageous
- Must have excellent communication and writing skills, including the ability to translate findings into service delivery recommendations, research abstracts and articles/briefs
- Required to think strategically and critically, and have the ability and attitude to proactively problem-solve when necessary
- Should be highly organised and able to complete responsibilities and tasks with minimal supervision
- Should be able to work independently, as well as part of a diverse team
- Strong working relationship with HIV programme and research partners advantageous
- Must be willing to travel occasionally

D) ORGANIZATIONAL EXPECTATIONS

- Commitment to the PATA Mission, Vision and strategy
- Respects others and behaves in a manner that reflects appreciation for dignity and diversity
- Maintains social, ethical, and organizational norms and integrity
- Contributes to a work culture that promotes trust and honesty
- Displays positivity and enthusiasm
- Facilitates win-win situations and resolves conflicts effectively
- Displays empathy and sensitivity
- Conveys and responds to information in a clear and timely manner
- Holds self-accountable to high performance standards
- Keeps commitments and meets deadlines consistently
- High level of energy, self-motivation and willingness to go the extra mile
- Shows consistency in words and actions
- Performs effectively when faced with time pressures, adversity, disappointment, or opposition