



Title of position: MONIORING AND EVALUATION SPECIALIST
LOCATION NORTHERN CAPE (Periodic travel to Centurion and Thabazimbi)
SALARY (TOTAL Cost to Company Package), dependent on experience.

Role Purpose:
To facilitate and conduct Monitoring and Evaluation (M&E) within across SIOC Community Development Trust (SIOC-cdt) through developing and running M&E systems and programmes, processing and presenting M&E findings, researching the development sector and engaging with stakeholders. Also, to conduct evaluations linked to the SIOC-cdt Social Investment Strategy and supporting SIUOC-cdt to maintain its position in uplifting its beneficiary communities.

Key Performance Areas: Core, essential responsibilities/ outputs of the position (KPA's)
The Key Performance Areas Include:

(Research, Knowledge Management and M&E Planning)

- a) Develop and strengthen monitoring, inspection and evaluation procedures;
- b) Develop monitoring and impact indicator for project success;
- c) Suggest strategies to the Project Management Team for improving the efficiency and effectiveness of projects by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks;
- d) Participate in annual project reviews and planning workshops and assist the Project Managers in preparing relevant reports;
- e) Review existing knowledge management system and develop an appropriate framework which defines policy and approach for personal, institutional and sector knowledge, aligning with good practice and implementing across SIOC-cdt on a monthly basis.

Monitoring and Evaluation

- f) Develop standardised and consistent M&E data collection systems and tools to collect data on defined indicators i.e. tools, testing, amending and implementing within deadlines;
- g) Review current M&E framework by defining the M&E policy and approach, developing M&E requirements and integrating into a framework by deadline;
- h) Ensure all monitoring of project activities, expenditures and progress (towards achieving the project output) are completed on time and to standard, checking compliance with M&E framework and policy and addressing non-compliance monthly;
- i) Recommend further improvement of the logical frame work;
- j) Manage that the monitoring and evaluation of overall progress on achievement of results is performed to standard and deadline;
- k) Manage the monitoring of the sustainability of projects' results;
- l) Provide feedback to Project Managers on project strategies and activities;
- m) Consistent with the M&E policy, develop a standardised way in all M&E by conducting M&E research, applying good practice, setting standards and implementing the standardised approach by agreed deadline.

Research Management

- n) Develop a research framework by defining the research policy and approach including research requirements and resourcing and integrating into the framework on deadline;
- o) Develop annual research, knowledge management and M&E agenda based on the SIOC-cdt strategy by gathering all information, scheduling of resources to deliver required technical support and information and drafting the annual agenda by annual deadline;
- p) Develop annual plan by reviewing the annual agenda, developing a quarterly plan that ensures relevant support is developed and provided, scheduling activities and managing that activities are delivered timely and to standard;
- q) Manage that capacity assessment on existing Monitoring and Evaluation system is performed: Develop indicators and a monitoring strategy for projects as well as defining resource requirements to implement the system including sourcing external service providers to complete M&E projects (external evaluations);
- r) Support monitoring and evaluation of the effects and impact of project;

Reporting

- s) Manage that qualitative and quantitative analysis of data and findings by following defined methodology and good practice, developing findings and insights and drafting reports by agreed deadline;
- t) Develop scheduled reports monthly, quarterly, half-yearly and annual progress on all M&E activities to the Head of Projects and Project Managers. Also develop ad hoc reports by receiving requests and specifications, gathering required information and data, drafting reports and presenting or submission for presentation;
- u) Manage the automation of standard reports by developing report automation specifications, testing signing off and implementing;
- v) Manage the provision of inputs, information and statistics for monthly, quarterly, annual and other reports to Project Management Team and SIOC-cdt;

Leadership

- w) Live the SIOC-cdt values and lead according to the SIOC-cdt leadership framework to deliver on the organisational strategy;
- x) Monitor and support staff to perform through implementing the values behaviours and performance management system;
- y) Build an environment that is conducive for optimal performance;
- z) Support SIOC-cdt HR in implementing its HR strategy and related policies as it relates to the M&E unit.

Minimum Requirements

Educational Qualification and experience

- Relevant University Honours degree in Economics, Business Administration, Statistics or related field; and
- A supporting postgraduate qualification in Monitoring and Evaluation will be preferred.

Experience:

- a) At least 5 years of experience in the design and implementation of M&E/MIS in development projects for international development agencies or related organisations;
- b) Experience in designing tools and strategies for data collection, analysis and production of reports;
- c) Expertise in analysing data using statistical software;
- d) Strong training & facilitation skills.

Language Requirements:

- Fluency in written and spoken English (Setswana and Afrikaans will be added advantage).

Skills and competencies:

Corporate Competencies:

- a) Demonstrates integrity by modelling the SIOC-cdt's values and ethical standards;
- b) Promotes the vision, mission, and strategic goals of SIOC-cdt;
- c) Displays cultural, gender, religion, race, and age sensitivity and adaptability.

Functional Competencies:

- a) Organises and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources and multiple reporting relationships;
- b) Plans, coordinates and organises workload while remaining aware of changing priorities and competing deadlines;
- c) Establishes, builds and maintains effective working relationships with staff and partners to facilitate the provision of support.

Personal Attributes

- Focuses on result for the beneficiary;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates strong oral and written communication skills;
- Remains calm, in control and good humoured even under pressure.

Interested candidates for the position are requested to kindly send their CV's, application letter, certified copies of qualifications and Identity documents (applications without all the required documents will not be considered).

Applications marked for the attention of the HR Administrator can be e-mailed to hr@sioc-cdt.co.za or per post to / hand delivery at the following address.

**KATHU OFFICE CNR HENDRICK van ECK & IAN FELEMMING ROAD,
SIOC-CDT OFFICE PARK, BLOCK A, GROUND FLOOR KATHU
Enquiries: HR 012 679 2002 / Thandiswa Matose 012 679 2003**

If you did not hear from us within 30 days after the closing date, please note that your application was unsuccessful. Verification of qualifications and competency assessment will be conducted with potential candidate/s.

Closing date: 11 May 2018 - 16:00



Title of position: COST AND MANAGEMENT ACCOUNTANT
LOCATION NORTHERN CAPE (Periodic travel to Centurion and Thabazimbi)
SALARY (TOTAL Cost to Company Package), dependent on experience.

Role Purpose:

Cost and management accountant will be responsible for budgeting, monthly cost management, project cost performance evaluation and project asset management within organization. Typically collaborate as part of an executive team to create a financial plan for the organization. Exertion with executives or subsidiaries to strategically plan for an organisation, prepare financial reports for external and internal reporting.

Key Performance Areas: Core, essential responsibilities/ outputs of the position (KPA's)

The Key Performance Areas Include:

Financial analysis and Financial Modelling:

- Prepare the cost-benefit analysis of all projects.
- Management accounting also requires considering alternative uses for company assets to compare the projected profits from the project under analysis with other available options.
- Prepare periodic financial statements, including profit and loss accounts, budgets, cash flows, variance analysis and commentaries.
- Provide a support service by working with all departments and the management team to help make financial decisions.
- Ensure spending is kept in line with the budget.
- Inform management on financial impact of key strategic decisions and formulating alternative business strategies.
- Advise on the financial implications and consequences of business decisions.
- Analyse financial performance and so contributing to medium and long-term business planning/forecasts.
- Offer professional judgement on financial matters and advising on ways of improving business performance.
- Interpreting and communicating financial data to non-financial managers.
- Liaise with other function managers to put the finances and accounts in context.

Budget preparation:

- Identify all costs associated with a project or division when they prepare a budget by including all costs associated with the project.
- Design budgeting processes and budget monitoring and evaluation processes.
- Prepare consolidate and divisional budgets in line with the company business strategy.

Financial management:

- Review the impact of potential savings on costs for the company and divisional basis.
- Help strike the balance between what expenses can be reduced on cost saving basis.
- Analyse the cost in terms of fixed and variable basis and assist management in techniques of managing these categories of costs.

Cost Accounting:

- Go through cost allocation in term of the project cost allocation manual and make sure that all cost are allocate to current department to enhance the Financial reporting.
- Report on financial statements including ratio analysis and other mechanisms of analyzing financial statements.
- Implementing project cost allocation manual and procedures.

Project Finance Accounting:

- Be able to review and management individual project cost as per the approved budgets.
- Include invoices review and allocation of project cost.
- Project budgeting will also be part of the duties including cost benefit analysis of all projects.

Management consultation:

- Prepared advise on questions related to restructuring and potential tax savings.

Minimum Requirements

Educational Qualification and experience

- Relevant University Bachelor's degree in Accounting or Finance with articles or equivalent qualifications
- Master's degree may be an advantage.
- Studying/intending to study towards CIMA qualification.

Experience:

- 5-8 years experience in finance or related field and at least 3-5 years in management role

Skills and competencies:

Ideal Candidate should:

- a) Analytical and detail-oriented with good math skills and an expert understanding of current accounting principles;
- b) Excellent written and verbal communication skills and the ability to analyse and summarise complex information;
- c) Understanding of business principles and finance in order to interpret data and make strategic recommendations;
- d) Strong computer skills and proficiency with spreadsheet and accounting software programs are essential;
- e) Time management and ability to prioritise and work within and meet tight deadlines with the ability to prioritise time-sensitive assignments;
- f) Attention to detail and ability to exhibit high levels of accuracy in final work produced; and
- g) Strong leadership and managerial abilities, good personal interaction skills and be able to work well under pressure.

Personal Attributes

- Exceptional interpersonal and relationship-building skills and ability to interact at high levels within the organisation;
- Strong sense of ethics;
- Team player with ability to work as part of a diverse team;
- Independent worker and self-driven individual that can work with minimal supervision;
- Ability to interact/network with people at all levels;
- Assertiveness and high confidence levels.

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