

**THE  
COLLECTIVE**



# Monitoring Evaluation Reporting and Learning Head (contract)

## WHO WE ARE

The Collective X is at the forefront of tackling South Africa's critical shortage of digital skills. As a dynamic not-for-profit organisation, we meaningfully connect the supply and demand of South African digital skills by facilitating the right training, at the right time, for the right price, to impact our future in the right way.

Spearheaded by a team of seasoned professionals with extensive backgrounds in social impact, government, private sector, and programme management and supported by a profiled and experienced board that provides financial and governance oversight, we are on track to inject 10,000 new digital jobs for marginalised young people into the economy.

While still a young organisation, The Collective X is very well supported by several philanthropic and business organisations, guaranteeing stability and sustainability over the coming years. With a rapidly expanding network of donor partners and robust support from the business community, senior leaders, and business influencers nationwide, we are experiencing rapid scale and are poised for significant impact.

Join us in our mission to revolutionise South Africa's digital landscape and make a tangible difference in the lives of its people. At The Collective X, you will be part of a cutting-edge organisation in a fast-paced environment, where innovation thrives and meaningful work with impact is at the heart of everything we do.

## Roles/Responsibilities

- Leadership, management, strategy development and organisational integration of TCX knowledge and insight's function.
- Stakeholder management to assist TCX, create, steward to grow relationships with key stakeholders including employers, industry bodies, knowledge partners, government officials, youth serving organisations and others.
- Designing the business model/project Theory of Change, intervention logic and performance management plan and indicators.
- Developed and operationalise the organisation's monitoring, evaluation and reporting system and standardise processes, tools and reporting requirements across programme departments, finance units, and partners.
- Conceptualise and design the Dashboards for tracking performance against TCX organisational targets, project targets and funder targets.
- Provided capacity strengthening for programme staff and implementation partners in M&E processes and tools throughout the project lifecycle (Theory of Change, risk matrices, results frameworks, performance indicators, and reporting on results).
- Responsible for data quality and ensuring evidence-based decision-making and adaptation, reporting on results and bidding for new projects.
- Responsible for conducting regular internal and external Data Analysis, Market Analysis, and track Market trends.
- Institute routine monitoring visits where the organisation has projects, to observe activity implementation and engage with beneficiaries, partners, and other relevant stakeholders to assess programme delivery, quality, and relevance.
- Collated and present institutional and project-level results to board members and Funders.
- Responsible for funder Compliance, quarterly and annual Funder reports, specifically reporting on performance indicators in accordance with monitoring and implementation.
- Engaged with Funders and partners on new funding opportunities and project results.
- Institute routine budgeting for M&E activities such as baseline, mid-term and end-term evaluations and managed external evaluations.

## Qualifications

- Bachelors of Degree in Information Technology or any other equivalent degree.
- Project management qualification.
- MEAL Certificate (Monitoring Evaluation Accountability & Learning) would be an advantage.
- PMD Certification (Project Management for Development Professionals) would be an advantage.

## Experience and Competencies

- Monitoring and Evaluation
- Proposal & Report writing
- Project lifecycle management
- Strategy development
- Organisational performance monitoring
- 8-10 years relevant working experience.
- Pro-active, creative thinker with excellent written and verbal communication skills.
- Ability to manage multiple, simultaneous projects and prioritise work.
- Ability to work in as demanding, deadline driven environment.
- Ability to work with technical as well as other team members.
- Strong organisational skills and attention to detail.
- Ability to operate comfortably and fluidly in a staggered workflow.
- Excellent work ethic.
- Able to exercise judgement.
- 

Please send your application to [nthabiseng@thecollectivex.org](mailto:nthabiseng@thecollectivex.org)

Closing Date: 26 April 2024