



# GBVF

## RESPONSE FUND

### Job Profile

JOB INFORMATION SUMMARY	
<b>JOB TITLE:</b>	Monitoring, Evaluation, Research and Learning (MERL) Officer
<b>REPORTS TO:</b>	Programmes Manager
<b>FUNCTIONAL AREA:</b>	Programmes
<b>GRADE/ SALARY:</b>	C
<b>LOCATION:</b>	Johannesburg, South Africa
ABOUT THE ORGANISATION	
<p>The Gender-Based Violence and Femicide (GBVF) Response Fund was launched by His Excellency President Cyril Ramaphosa, to tackle the scourge of GBVF in South Africa. The Fund's goal is a South Africa free from gender-based violence and femicide directed at women, children and LGBTQIA+ persons. The organisation is guided by the National Strategic Plan on GBVF. The Fund aims to play a critical role in making change happen, based on research, awareness and practical support to organisations actively engaged in the fight against this scourge.</p>	
ROLE PURPOSE	
<p>The MERL Officer will support the development of the MERL framework that will provide accountability on outcomes achieved and impact; keep the programme relevant, effective, and efficient; guide documentation of how GBVF change processes is complex, non-linear and multi-faceted. The MERL Officer will coordinate the systematic process of tracking and tracing the objectives of the Fund's programmes portfolio are being met and the impact is being measured which would involve leveraging the power of data and information being generated by projects and programmes to inform decision-making.</p>	
KEY PERFORMANCE AREAS	
Functional Competencies	
Key Performance Area	Key Activities
<p><b>a) Monitoring, Evaluation, Research and Learning Framework</b></p>	<ul style="list-style-type: none"> <li>• Support the development of the implementation of the MERL framework.</li> <li>• Participate in planning, development and administration of MERL activities, initiatives and related research to achieve the Fund's objectives.</li> <li>• Draft progress reports in compliance with the internal monitoring procedures.</li> <li>• Liaise with Grants Management Partners (GMPs), Community Based Organizations (CBOs) and other identified key stakeholders to ensure accountability on an ongoing basis.</li> <li>• Maintain and administer the M&amp;E database; analyse and aggregate findings.</li> <li>• Build MERL skills capacity within the Fund by providing training interventions to staff and partners.</li> </ul>

<b>b) Grants Management Partner and CBO Monitoring and Reporting</b>	<ul style="list-style-type: none"> <li>• Coordinate selection of performance indicators for CBOs.</li> <li>• Support processes including reporting and data quality checks.</li> <li>• Develop and submit management reports to DPME quarterly.</li> <li>• Develop and submit annual impact reports.</li> <li>• Coordinate documentation of case studies and success/impact stories as well as dissemination.</li> <li>• Conduct regular CBO site visits for data verification ensuring quality and data integrity spot checks.</li> <li>• Generate DPME and donor quarterly reports.</li> <li>• Conduct data analysis and compile Board, donor reports and reports for other stakeholders.</li> </ul>
<b>c) Research</b>	<ul style="list-style-type: none"> <li>• Coordinate mid-term reviews and final evaluations.</li> <li>• Coordinate impact assessment to measure achievement against the Programmes/Fund's objectives.</li> <li>• Engage in primary desktop research that supports programmes.</li> <li>• Work with programmes to find and extract new evidence to inform the Fund's strategies and programmes and public engagement.</li> <li>• Input in building a repository of information and evidence to support the Fund's capacity development and communication efforts.</li> <li>• Support the establishment and sustain internet-based forums for information sharing.</li> <li>• Coordinate knowledge management including dissemination efforts.</li> </ul>
<b>d) Learning</b>	<ul style="list-style-type: none"> <li>• Coordinate learning processes including compiling/commission case studies, impact stories, webinars, and other knowledge products.</li> <li>• Support MERL meetings, hold feedback discussions, contribute to project reports, provide technical advice as required.</li> <li>• Be part of capacity building and coordinate regular conversation for management and staff to ensure exposure to new ideas and developments in the MERL field.</li> <li>• Capture cross-cutting M&amp;E learnings across the Fund working in collaboration with the Programmes Manager.</li> <li>• Coordinate CBO Communities of Practice (COPs) and knowledge sharing platforms.</li> <li>• Synthesize CBO reports and write knowledge products for dissemination.</li> <li>• Contributes towards writing of opinion editorials to position the Fund in the public.</li> </ul>
<b>e) Other</b>	<ul style="list-style-type: none"> <li>• Carry out any other additional responsibilities that are within the scope of the job as requested by the Line Manager.</li> <li>• Support in developing protocols to ensure security and safety of all staff. Ensure compliance with organisational security and safety procedures.</li> </ul>

#### ROLE COMPETENCIES

<ul style="list-style-type: none"> <li>• M&amp;E design, implementation, management and reporting skills</li> </ul>
<ul style="list-style-type: none"> <li>• Qualitative and quantitative research skills</li> </ul>
<ul style="list-style-type: none"> <li>• Knowledge and understanding of M and E approaches and frameworks</li> </ul>
<ul style="list-style-type: none"> <li>• Knowledge and understanding of applied research which can be used to drive action and policy change.</li> </ul>
<ul style="list-style-type: none"> <li>• Excellent donor relationship management, partnerships and interpersonal skills</li> </ul>
<ul style="list-style-type: none"> <li>• Excellent planning, organisational and negotiation skills</li> </ul>
<ul style="list-style-type: none"> <li>• Strong personal development and skills-building focus and capability</li> </ul>
<ul style="list-style-type: none"> <li>• Strong interpersonal relationship and cross – cultural communication skills</li> </ul>
<ul style="list-style-type: none"> <li>• The ability to translate complicated research methods and findings into lay people's terms for ease of understanding and applicability</li> </ul>
<ul style="list-style-type: none"> <li>• Computer literacy and competence in MS Office.</li> </ul>
<ul style="list-style-type: none"> <li>• Project management and problem-solving skills.</li> </ul>

<ul style="list-style-type: none"> <li>• A productive, proactive self-starter who can develop and put in place innovative ideas</li> <li>• Strong interpersonal and communication skills.</li> <li>• Excellent administrative skills, coupled with a strong ability to plan, organise, and control.</li> <li>• Experience in developing, implementing, and maintaining office systems and procedures</li> <li>• Advanced information communication technology skills,</li> <li>• The ability to work in an environment of cultural diversity, build and sustain a culture that enables critical reflection, transparency, dignity, mutual recognition and support.</li> <li>• Knowledge of the INGO sector.</li> </ul>
<b>JOB SPECIFIC REQUIREMENTS</b>
<b>Experience</b>
<b>Required years of experience at this level</b>
Minimum of 3 years' experience in M&E including the design and management of M&E systems, indicators, and targets for programmes in a relevant sector.
<b>Qualifications</b>
<b>Minimum Qualifications Required</b>
Bachelor's degree in social sciences, gender studies, public health and other related field

<b>Job profile approved by:</b>		
_____	_____	_____
<b>Name (Incumbent)</b>	<b>Signature</b>	<b>Date</b>
_____	_____	_____
<b>Chief Executive Officer</b>	<b>Signature</b>	<b>Date</b>