

MMABANA ARTS, CULTURE AND SPORT FOUNDATION



PERFORMANCE MONITORING & EVALUATION OFFICER : NMM (HEAD OFFICE) (X1)

REFERENCE NO: MACSFNMM/130824/17

POST LEVEL 7

R 324 780,24 AS A BASIC SALARY AND EXCLUDING BONUS AND BENEFITS

Permanent Contract

1. Duties and Responsibilities

- To compile Organisational monthly, quarterly and annual Reports as per Treasury regulations.
- Conduct performance information verification and validations. Assist in facilitation and coordination of the Organisational Performance Reviews.
- Facilitate capturing of non-financial data on Provincial Information Management System and QPR system.
- Implementation of the Monitoring & Evaluation framework.

2. Minimum Requirements

- Grade 12, Three (3) year Diploma/Degree in Administration or equivalent qualification.
- Course in Strategic Management or Monitoring and Evaluation will be an added advantage.
- Two years' experience in the field of Strategic Planning or Monitoring and Evaluation.
- Computer literacy, Sound Organisational and interpersonal skills.
- Ability to work under pressure.
- Valid Driver's license.