

## INTERNAL/EXTERNAL VACANCY ADVERTISEMENT

|   |   |                    |
|---|---|--------------------|
| <b>Business Unit:</b> Strategy and Operations |   | Date: 23 July 2024 |
| <b>Job Title:</b>                             | Performance Monitoring and Evaluation Officer |                    |
| <b>Reference:</b>                             | TIKZN/09/2024                                 |                    |
| <b>Reporting to:</b>                          | Executive Manager: Strategy and Operations    |                    |
| <b>Job Grade:</b>                             | C3  |                    |
| <b>Duration:</b>                              | Permanent                                     |                    |

### Brief Outline of Duties:

The PM&E specialist will be responsible for implementing and maintaining the performance activities for the organisation, assisting the Strategy and Operations Executive in preparing annual and quarterly reports on the organisation's performance progress. The specialist is also responsible for working with the organisation's business units in the collection and verification (through the internal audit process) the performance data and supporting documentation provided by the business unit to ensure its accuracy and validity.

### KEY PERFORMANCE AREAS (Among others)

1. Assist in the development of the performance systems and tools for the organization.
2. Assist in the management of the Annual performance process including the compiling of APP, AOP and any other related documentation.
3. Implementation and Monitoring of performance management processes
4. Performance Data Management
5. Impact Measurement
6. Drive Continuous Improvement

### JOB SPECIFICATION

#### Educational and /or Technical Competencies:

- A bachelor's degree in business management and/or Administration.

#### Experience:

- Must have 4 - 5 years' experience in managing organisational performance strategy and operational plans.

#### KwaZulu-Natal Office

🏠 Trade & Investment House, 1 Arundel Close,  
Kingsmead Office Park, Durban, 4001,  
South Africa  
✉ PO Box 4245, Durban, 4000, South Africa  
☎ +27 (0) 31 368 9600  
📠 +27 (0) 31 368 5888

#### Gauteng Office

🏠 Financial Place, 99 George Storrar Avenue,  
Groenkloof, Pretoria, 0181  
☎ +27 (0) 12 346 4386/6763  
📠 +27 (0) 12 346 4774  
✉ info@tikzn.co.za  
🌐 www.tikzn.co.za / www.exportkzn.co.za



**DIRECTORS:** K S Shandu (Interim Chairperson), U Maharaj, D Naidoo, E M Nkosi, E B Mkhize, S K Mpungose, R N Ngcamu (Acting CEO), X Cele (Acting CFO)

## **PROFESSIONAL COMPETENCIES**

- Knowledge of government-wide programme on planning, monitoring and evaluation.
- Basic knowledge of Provincial growth and development strategy and plan.
- Knowledge of the National Development plan.
- Knowledge of the PFMA.
- Good understanding organisational performance management.
- Proficiency in monitoring and evaluation methodologies, data analysis tools, and statistical software.
- Strong analytical skills and attention to detail for interpreting complex data sets.
- Excellent communication and interpersonal skills for engaging with stakeholders and presenting evaluation results effectively.
- Ability to work independently, prioritize tasks, and meet deadlines in a fast-paced environment.
- Commitment to continuous learning and professional development in the field of monitoring and evaluation.

**Closing date: 16 August 2024 @ 00h00.**

To apply for this position, kindly submit your motivation letter, curriculum vitae and copies of educational qualification. Application for the position can be emailed to [vacancies@tikzn.co.za](mailto:vacancies@tikzn.co.za) .

TIKZN subscribes to the principles of employment equity in its recruitment processes. People with disability are encouraged to apply for this position. Prospective employees will be subjected to competency assessments and background checks as part of the selection process.

**NB:** Applicants who have not received any correspondence from us within three (3) months of the closing date can consider their applications unsuccessful.

**(PLEASE QUOTE THE POSITION NAME AND REFERENCE NUMBER ON YOUR APPLICATION SUBJECT LINE)**