



## **INTERNAL AND EXTERNAL ADVERTISEMENT**

*Gauteng Enterprise Propeller (GEP) is a Provincial Government agency established under the auspices of the Department of Economic Development, to provide non-financial support; financial support; and co-ordinate stakeholders for the benefit of SMMEs in Gauteng*

### **THE GEP INVITES INTERESTED AND SUITABLY QUALIFIED CANDIDATES TO APPLY FOR THE FOLLOWING POSITION:**

#### **Monitoring & Evaluation Officer**

##### **Purpose of position**

The successful incumbent will be responsible for the implementation of the organisational performance management system of GEP. To conduct cross-functional monitoring, evaluation and reporting for the agency.

##### **Key Responsibilities:**

- Support the development and alignment of GEP Strategic Plans, Annual Performance Plans and Operational Plans in accordance with legislative requirements.
- Support organisational Balanced Scorecard development including the development of key performance indicators and targets.
- Provide Monitoring and Evaluation support to GEP divisions and regions.
- Implementation of GEP Monthly, Quarterly and Annual reporting calendar in accordance with Legislative and Executive Authority requirements.
- Implementation of GEP organisational Performance Management Policies, Frameworks and Monitoring & Evaluation Standard Operating Procedures.
- Conduct quality assurance on divisional activities through analysis of monthly, quarterly and annual performance reports and supporting evidence.
- Tracking and reporting on progress in implementing the GEP Annual Performance Plan, departmental Programme of Action (POA) and the GEP Operational Plan.
- Collects monthly, quarterly and annual performance inputs from divisions, verifies reported performance, collates and produces consolidated GEP reports.
- Reports gaps to management in relation to non-achievement of organisational performance targets and coordinates action plans to close performance gaps.
- Produces and analyses quarterly reports on monitoring and evaluation findings.
- Extracts monitoring and evaluation data in preparation for annual performance reviews and strategic planning processes.
- Manage relations with relevant stakeholders.

##### **Minimum Requirements**

- 3-year Diploma / Degree in Management Sciences/ Monitoring and Evaluation / Auditing / Statistics / Public Administration or other equivalent qualification.
- A minimum of 3 years' relevant work experience in Monitoring & Evaluation in the Public Sector. Experience in public sector auditing of performance information will be an added advantage.

- A valid Code EB driver's license and willingness to travel.

**Competencies (Knowledge, Skills and Attitudes)**

- Planning
- Relationship Management
- Public Sector Reporting
- Coordination
- Analytical

**Please forward detailed, updated CV accompanied by a cover letter relating how your experience matches the position.**

GEP advocates for equal opportunities. Previously disadvantaged individuals and people with disabilities are encouraged to apply. Kindly note that full background checks will be done on successful candidates. Suitable applicants must e-mail detailed, updated CVs to: **recruitment@gep.co.za**, with subject being the position applied for, by no later than **20 October 2017**. Note that candidates who have not been contacted within 30 days of the closing date must consider their applications unsuccessful.