

## JOB DESCRIPTION

<b>DESIGNATION</b>	<b>EXECUTIVE MANAGER: RESEARCH, MONITORING AND EVALUATION</b>
<b>DESIGNATION NUMBER</b>	
<b>REPORTING TO</b>	<b>CEO</b>
<b>DIVISION</b>	
<b>BUSINESS UNIT</b>	<b>RESEARCH, MONITORING AND EVALUATION</b>
<b>DEPARTMENT</b>	<b>RESEARCH, MONITORING AND EVALUATION</b>
<b>LOCATION</b>	<b>HEAD OFFICE</b>

<b>Compiled by</b>	<b>HR</b>
<b>Approved by</b>	
<b>Status</b>	<b>FINAL</b>
<b>Sources</b>	<b>Source documentation</b>
<b>Grade</b>	<b>TBC</b>

## OUTPUT PROFILE

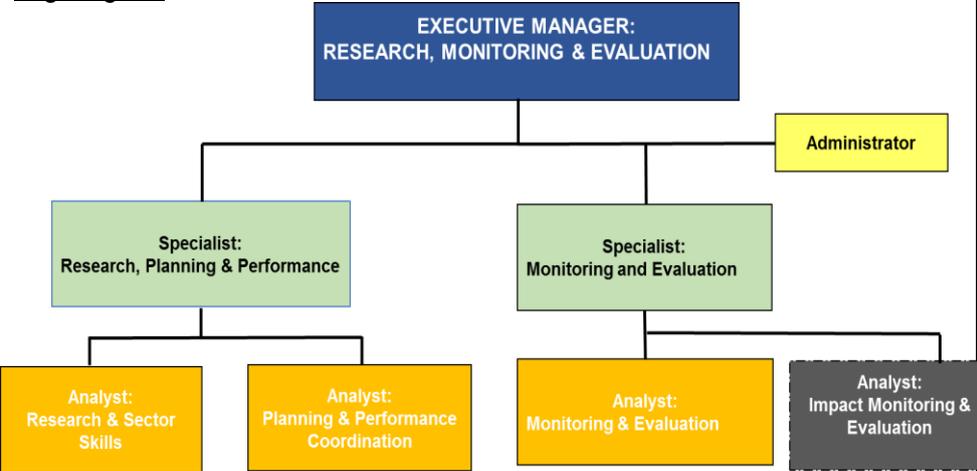
<b>PURPOSE</b>	To provide the research, monitoring and evaluation services, direction and cohesion of research for inputs into Corporate strategy' design, development and to implement Institutional Corporate Performance. Ensure that corporate strategy and its implementation is in accordance with the set standards and meets CATHSSETA Board's expectations. To guide the Monitoring, Evaluation and Reporting on Performance Information while coordinating Impact Evaluation
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Key Performance Area	Performance Outputs
<p><b>Providing Strategic leadership and Implementation of Evaluation and Monitoring</b></p>	<ul style="list-style-type: none"> <li>• Design the monitoring and evaluation, research, and learning framework of the organisation.</li> <li>• Develop a systematic monitoring framework to improve the qualitative and quantitative evidence gathered by the Programmes and Projects.</li> <li>• Provide technical assistance to CATHSSETA, particularly in relation to monitoring, reporting and governance issues.</li> <li>• Ensure the revision of the project log frame matrix, particularly in the areas of performance indicators and their measurement.</li> <li>• Review the quality of existing data in the project subject areas, the methods of collecting it, and the degree to which it will provide good baseline statistics for impact evaluation.</li> </ul>
<p><b>Implementation of Monitoring and Evaluation Programmes</b></p>	<ul style="list-style-type: none"> <li>• Participate and contribute in the development of strategic and annual performance plans for CATHSSETA.</li> <li>• Develop and manage the operational plans for the area of responsibility and ensure implementation and monitoring thereof</li> <li>• Ensure delivery of quality products and services in accordance with Service Level Agreements and stakeholder expectations.</li> <li>• Ensure adherence to the National Skills Development Strategy thereby ensuring: <ul style="list-style-type: none"> <li>○ management of the performance information system</li> <li>○ Monitoring and evaluation of performance information</li> <li>○ Review of data from the monitoring processes as well as additional evaluative activities</li> </ul> </li> </ul>
<p><b>Aligned Financial Management</b></p>	<ul style="list-style-type: none"> <li>• Develop budget for the area of responsibility and</li> <li>• Ensure tracking and monitoring the allocated budget</li> <li>• Ensure financial viability thereby delivering a robust and accurate financial planning and a reporting system that incorporates a balanced budget, within the area of responsibility</li> <li>• Develop initiatives aimed at eliminating waste, improve productivity and reduce operating costs within the area of responsibility</li> </ul>
<p><b>Policies, Systems and Governance Processes</b></p>	<ul style="list-style-type: none"> <li>• Leads and guides CATHSSETA's operational policies according to legislation and procedures; formulates approval of policies on budgeting, project financing, accounting, cost and management accounting, systems accounting, the compilation of statistics and the preparation of financial and cost reports, the control and protection of inventories and other assets and related reporting.</li> <li>• Ensure implementation and monitoring of internal control systems and organisational policies</li> <li>• Develop monitoring and evaluation systems and policies</li> <li>• Obtain a departmental Audit score equal to the other SETAs' average or better</li> <li>• Develop policies, plans and procedures relating to Learning Programmes and ensure compliance</li> <li>• Establish an integrated internal control system</li> <li>• Ensure development of Delegations and Departmental governance frameworks</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure sound risk management, compliance, reduce risk and corruption</li> <li>• Ensure sound contract, administrative and governance services</li> <li>• Manage and monitor management and implementation of Risk Action Plans</li> </ul>
<b>Compliance and Risk Management</b>	<p>Ensures proper implementation and compliance to Risk Management Strategy and oversee implementation in respect of the following:</p> <ul style="list-style-type: none"> <li>• CATHSSETA risk management.</li> <li>• CATHSSETA Compliance.</li> <li>• CATHSSETA Internal Audit; and</li> <li>• CATHSSETA Corporate Governance.</li> </ul>
<b>Social Investment</b>	<ul style="list-style-type: none"> <li>• Monitor healthy internal and external relations (communities, government, employers, colleges, internal stakeholders etc.) to assist in achievement of organizational goals.</li> <li>• Ensure the enrichment of stakeholders and community through lifelong learning opportunities and access to learning.</li> <li>• Ensure establishment and monitoring of community upliftment programmes in conjunction with local authorities.</li> </ul>

## REQUIREMENTS DESCRIPTION & STRUCTURE

<p><b><u>QUALIFICATIONS</u></b></p> <p>(i) A Masters' Degree in <b>Education/ Public Administration or related discipline.</b></p> <p><b><u>EXPERIENCE:</u></b></p> <p>(i) 3-5 years Management experience (ii) 6-10 years Research and/or Policy experience. (iii) Proven track record of publications and conference papers (iv) Experience in Research, monitoring and evaluation is compulsory</p>	<p><b><u>KNOWLEDGE REQUIRED</u></b></p> <p>(i) Excellent knowledge of the PFMA, PPPFA and other relevant legislation (ii) Excellent knowledge of relevant legislation; including, Validation Framework, Sector Skills Plan (SSP), SETA Grant Regulations, (iii) Excellent knowledge of Skills Development, NQF Acts (iv) Excellent Knowledge and good understanding of Batho Pele principles (v) Excellent knowledge and application of Workplace Based Learning Programmes Regulations (vi) Extensive knowledge and understanding of Business Analytic (vii) Extensive knowledge and understanding Research Theories &amp; Methodologies (viii) Excellent knowledge National Skills Development Plan (NSDP), NDP, NSDS (ix) Excellent Knowledge of SETA Management system (x) Excellent knowledge of Quality Assurance Standards and Norms</p> <p><b><u>TECHNICAL SKILLS</u></b> <b><u>Skills Required:</u></b></p> <p>(i) Excellent Writing Skills (ii) Excellent Financial skills (iii) Excellent Research &amp; Interpretation Skills</p>
<p><b><u>LEADERSHIP COMPETENCIES</u></b></p> <p>(i) Corporate Governance and Performance (ii) Strategic Focus and Leadership (iii) Change and Transformational Management (iv) Relationship Building and Partnership (v) Conceptual and Critical Thinking</p> <p><b><u>GENERIC COMPETENCIES</u></b></p> <p>(i) Project Management (ii) Impact Communication (iii) Financial Management (iv) Techno savvy</p>	<p><b><u>CORE COMPETENCIES</u></b></p> <p>(i) CATHSSETA knowledge and commitment (ii) Integrity, Ethical Behaviour &amp; Emotional Stability (iii) Client/Customer Focus &amp; Loyalty (iv) Innovation &amp; Initiative</p>

<p><u>Position Measures</u></p> <p><b><u>FINANCIAL MEASURES</u></b></p> <p><u>UNIT MEASURES</u></p> <p><u>PEOPLE MEASURES</u></p> <p><u>Direct Reports:</u> <span style="border: 1px solid black; padding: 2px 10px; font-weight: bold;">03</span></p> <p><u>Indirect Reports:</u> <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></span></p> <p><u>3rd Party Staff</u></p> <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></span>	<p><u>Organogram</u></p>  <pre> graph TD     EM["EXECUTIVE MANAGER: RESEARCH, MONITORING &amp; EVALUATION"]     Admin["Administrator"]     Spec1["Specialist: Research, Planning &amp; Performance"]     Spec2["Specialist: Monitoring and Evaluation"]     Analyst1["Analyst: Research &amp; Sector Skills"]     Analyst2["Analyst: Planning &amp; Performance Coordination"]     Analyst3["Analyst: Monitoring &amp; Evaluation"]     Analyst4["Analyst: Impact Monitoring &amp; Evaluation"]      EM --- Admin     EM --- Spec1     EM --- Spec2     Spec1 --- Analyst1     Spec1 --- Analyst2     Spec2 --- Analyst3     Spec2 --- Analyst4     </pre>
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**SIGN OFF**

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**Incumbent**

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**Line Manager**

\_\_\_\_\_  
**HR Representative**

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**Date Signed**