

MUNICIPALITY OF MARONDERA



VACANCY: MONITORING AND EVALUATION OFFICER

GRADE : 12A

Report to the Town Clerk

THE JOB

To monitor and evaluate the implementation of Council administrative work, projects and programmes and to ensure that all efforts are aligned to the Natural development imperatives, targets and outcomes through the use of an integrated e-enabled, real-time monitoring and evaluation tracking system

DUTIES AND RESPONSIBILITIES

- ❖ Developing and implementing an effective Monitoring and Evaluation system for Council
- ❖ Monitoring all Council project activities, expenditures and progress towards achieving Council objectives
- ❖ Monitoring and evaluating overall progress on Council works and the sustainability of Council decisions
- ❖ Providing/inputting information and statistics for reports to the Town Clerk
- ❖ Facilitating and participating in annual project reviews and planning workshops and preparation of relevant reports
- ❖ Reporting monthly, quarterly, half-yearly and annual progress on all Council project activities
- ❖ Performing administrative functions in the Central Administration Department

QUALIFICATIONS AND EXPERIENCE

- ❖ BSc Degree or equivalent in Monitoring & Evaluation or Project Management
- ❖ Master's Degree in Monitoring and Evaluation will be an added advantage
- ❖ At least 2 years' experience in Monitoring & Evaluation and or Project Management
- ❖ Fully conversant with standard software application (Word, Excel and PowerPoint) and research applications.
- ❖ Good interpersonal, analytical and organization skills
- ❖ Ability to conduct surveys/assessments
- ❖ Experience in local authority or public sector environment will be an added advantage

The Council offers competitive remuneration that commensurate with relevant qualifications and experience. This will be disclosed to shortlisted candidates.

Applications together with detailed Curriculum Vitae and proof of certified copies of academic and professional qualifications and traceable work experience should be forwarded to the undersigned not later than **4pm, 24 June 2024** or dropped in the Tender Box at Council Head Office the Green 57A Marondera

Marondera Municipality is an equal opportunity employer/ (women are encouraged to apply)

Only shortlisted candidates will be contacted

R.D. Nyamuzihwa
Town Clerk
Municipality of Marondera
PO Box 261