

# VACANCY

MONITORING AND EVALUATION MANAGER {NPRC/M&E/02}

## JOB DESCRIPTION

**TITLE: MANAGER MONITORING AND EVALUATION**

**REPORTS TO: EXECUTIVE SECRETARY**

**STATION: HEAD OFFICE**

## OVERALL JOB PURPOSE

The Monitoring and Evaluation Manager is pivotal in tracking the performance of the indicators defined in the strategic plan, which form the basis of defining the successes and milestones achieved by the NPRC and its secretariat.

## MAIN DUTIES AND RESPONSIBILITIES:

- Leads the development and strengthening of Monitoring and Evaluation (M&E) systems within the NPRC and its Secretariat both at programmatic and strategic levels.
- Provides policy input, guidance and conceptual strategies on monitoring and evaluation of NPRC programmes.
- Coordinates the process of developing baseline values, monitoring targets and key performance indicators using existing Commission and contextual documentation as well as the relevant national policy documents.
- Coordinates baseline assessments, mid-term and end of evaluations, Government of Zimbabwe reviews, development partner reviews and evaluations.
- Coordinates overall M&E tools design, data collection, cleaning analysis and reporting to stakeholders and donors, to ensure the achievement of NPRC goals.
- Develops and updates specific results –based M&E frameworks and work plans for the NPRC and its Secretariat in Zimbabwe.
- Undertakes and oversees regular field monitoring with the NPRC Secretariat to ensure technical compliance and timely execution of NPRC strategy and work plans.
- Designs, develops and maintains monitoring systems (including monitoring questionnaires reporting formats, database and guidelines) for all NPRC activities ensuring that all NPRC activities are compliant with strategic plan performance indicators and best practices.



- Supports the preparation of relevant budgets and budget lines aligned to the various monitoring activities.
- Guides units with the preparation of NPRC Reports to ensure compliance with key strategic plan performance indicators and objectives.
- Devises and describes the system for NPRC overall reporting, data sharing and feedback M&E( as part of quality Assurance)
- Any other duties that may be assigned from time to time.

### **Qualifications and Experience**

- A qualification at Master's degree level in Development Studies, or any other field is mandatory.
- At least 2 years' experience supporting M & E in the field of peace building and governance.
- A qualification in Monitoring and Evaluation is an added advantage.
- Strong written and verbal communication skills in English.
- The candidate should be fluent in any two of the languages outlined in the Constitution and knowledge of other ethnic cultures will be an added advantage.
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### **COMPETENCES**

- Ability to undertake data entry, cleaning and analysis using SPSS, EPIINFOR, STATA, Excel and also GIS is key.
- Capable to work with teams and able to communicate at various levels including making presentations for mature audiences.
- Strong inter-personal and communication skills.
- Technical and analytical capabilities.
- Excellent report writing and presentation skills.

Interested and suitably qualified persons should submit applications **ELECTRONICALLY ONLY** to: [hr@nprc.org.zw](mailto:hr@nprc.org.zw) by Friday 11 June 2021. Suitably qualified women, youth, people with disabilities are encouraged to apply.

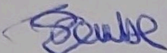
The application should comprise of:

- a) A brief covering letter stating your motivation to apply for this position
- b) An updated Curriculum Vitae (CV).
- c) Contact details of 3 referees.



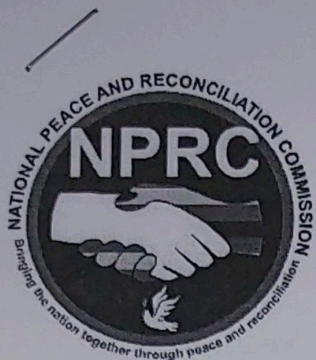
Submission Deadline: 3pm Zimbabwe time of Friday 11 June 2021. Please quote the Vacancy Position and reference number.

Approved/Not Approved



Executive Secretary





# VACANCY

VICTIM SUPPORT, GENDER AND DIVERSITY OFFICER (NPRC/VSGD/03)

**JOB TITLE:** Victim Support, Gender and Diversity Officer

**REPORTS TO:** Victim Support, Gender and Diversity Manager

## OVERALL JOB PURPOSE

The Victim Support, Gender and Diversity Officer ensures that the NPRC's Victim Support, Gender and Diversity Strategy Standards, procedures and referral systems are developed, observed and implemented.

## MAIN DUTIES AND RESPONSIBILITIES:

- Working closely with the General Manager of the National Peace and Reconciliation Commission (NPRC)'s Victim Support, Gender and Diversity Committee, ensure that the NPRC's Victim Support, Gender and Diversity Strategy Standards, procedures and referral systems are developed, observed and implemented
- Implement guidelines and support the training on safe contact methods with all victims, respecting confidentiality, following agreed processes for contacting victims of sexual violence, domestic violence, people bereaved by violence, women, young people and children
- ensure the actualization of spaces and practices, confidentiality and information sharing that encourages the public and stakeholders to engage with the NPRC
- Support the Manager and General Manager in promoting compliance with legal, regulatory, ethical, and social requirements of the Victim Support, Gender and Gender Diversity Committee of the NPRC while ensuring that the key recommendations are followed through and acted upon
- To provide support to the Victim Support, Gender and Diversity Committee of the NPRC while ensuring that the key recommendations and acted upon
- To support the coordination of partnerships with government entities, CSOs, FBOs and any other key partners to advance the mandate of the NPRC
- To implement productive gender, victim and diversity sensitive principles and ensure their enforcement within the NPRC

## Qualifications and Experience



- Any Social Sciences degree in Development Studies, Public Administration, Peace and Governance, Sociology, Psychology or equivalent
- Experience in providing victim support in the context of healing and reconciliation programmes.
- Minimum of 2 years' experience working on issues related to peace building, women and gender, peace and security, justice, rule of law and human rights.
- Demonstrate integrity, equality, and desire to learn by modelling the NPRCs values and ethical standards.
- Strong written and verbal communication skills in English
- The candidate should be fluent in any two of the languages outlined in the Constitution of Zimbabwe and knowledge of other ethnic cultures will be an added advantage.

#### **COMPETENCES**

- Ability to undertake data entry, cleaning and analysis using SPSS, EPIINFOR, STATA, Excel and also GIS is key.
- Capable to work with teams and able to communicate at various levels including making presentations for mature audiences.
- Strong inter-personal and communication skills.
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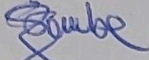
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