



VACANCY ADVERTISEMENT

Monitoring & Evaluation (M&E) Assistant

Organization: HIV Survivors and Partners Network

Location: To be based in Johannesburg, South Africa (Hybrid)

Contract Type: Fixed-Term Contract- 6 Months with a 2-month probation period

Stipend: R6000 a month

About the Project

HSPN, together with consortium partners, is implementing a multi-provincial paediatric HIV program focused on:

- Paediatric HIV case identification
- Linkage to HIV treatment and retention in care
- HIV treatment literacy
- Community-clinic referral strengthening
- Early adolescent support groups
- Community-led monitoring
- Stakeholder engagement and systems strengthening

Position Summary

The Monitoring & Evaluation (M&E) Assistant will provide program monitoring, reporting, data quality, and administrative support for the pediatric HIV program.

The role is suitable for an entry-level candidate with foundational knowledge of M&E, data collection, and analysis, and some experience in the health, HIV, public health, or community development sector. The successful candidate will support program data collection, indicator tracking, reporting processes, digital data systems, and coordination of monitoring activities across implementing sites and partners.

Key Performance Areas (KPA's)

1. Program Monitoring Support

- Support routine collection and verification of program data across project sites
- Assist in tracking program indicators, outputs, and deliverables
- Support monitoring of:
 - HIV testing referrals
 - Linkage to treatment
 - Retention in care

- Support group participation
- Community outreach activities
- Maintain updated program monitoring trackers and databases
- Assist with field monitoring visits and documentation

2. Data Management and Quality Assurance

- Clean, verify, and maintain program data
- Support data quality assessments and routine data validation
- Monitor completeness and accuracy of reporting tools
- Assist with filing and storage of source documents and M&E records
- Ensure confidentiality and secure handling of program information

3. Reporting Support

- Assist in compiling weekly, monthly, quarterly, and donor reports
- Support consolidation of partner and site-level reports
- Assist with the preparation of program dashboards, summaries, and presentations
- Support indicator reporting aligned with project targets and donor requirements
- Track progress against implementation plans and work plans

4. Digital Systems and CARE-AI Support

- Support implementation and monitoring of the digital tool referral and tracking system
- Assist outreach teams and program staff with digital data tools
- Support troubleshooting and follow-up of incomplete or missing data
- Generate basic data summaries and analytics from digital platforms

5. Stakeholder and Coordination Support

- Co-lead program coordination and review meetings
- Support documentation and action trackers
- Assist with communication and reporting coordination between consortium partners
- Support clinic-community coordination, tracking and referral follow-up documentation

6. Audit, Compliance, and Documentation Support

- Maintain organized program records for donor compliance and audits
- Support the preparation of supporting documents during reviews and audits
- Ensure proper archiving of M&E tools, attendance registers, referral forms, and reports
- Support compliance with organizational and donor reporting requirements

7. Learning and Knowledge Management

- Support documentation of lessons learned, success stories, and implementation challenges
- Assist with data visualization and presentation of program findings
- Contribute to program learning and continuous improvement processes
- Support knowledge-sharing activities and dissemination meetings

Minimum Requirements

- Diploma or Degree in:
 - Monitoring & Evaluation
 - Statistics
 - Health Information Management
 - Social Sciences
 - Epidemiology
 - Or related field

Experience and Skills

- Minimum 1 year of experience in M&E, data capturing/collection, analysis program reporting, or health program support
- Experience in HIV, TB, public health, NPO, or community-based programs will be advantageous
- Understanding of basic monitoring and evaluation concepts
- Good Microsoft Excel and data management skills
- Ability to compile reports and maintain accurate records
- Good organizational and communication skills
- Attention to detail and ability to manage confidential information
- Ability to work independently and within multidisciplinary teams

Added Advantages

- Experience working with community-based health programs
- Experience using digital data collection systems
- Familiarity with donor-funded program reporting
- Understanding of paediatric HIV programming and community health systems

Application Requirements

Interested candidates should submit:

- CV (not more than 3 pages)
- Certified qualifications (not more than 3 months)
- Certified copy of ID (not more than 3 months)
- Motivational letter

Applications should be sent to: operations@hivspn.org

Closing Date: 05 June. Only shortlisted candidates will be contacted.

HSPN reserves the right not to appoint.

Preference may be given to candidates who can provide a valid police clearance or demonstrate suitability to work with children and vulnerable populations.