



ECONOMIC  
DEVELOPMENT  
PARTNERSHIP

The Economic Development Partnership, known as the EDP, is an independent, not-for-profit, collaborative intermediary that works towards inclusive and sustainable socio-economic development by improving the performance of enabling systems through building capabilities for adaptive and collaborative governance. The EDP partners with leaders and institutions from different sectors – public, private, civil society, and academia – to work together to address complex system challenges through collaborative implementation processes, platforms for shared learning and systems of mutual accountability.

As a collaborative intermediary and a process-driven organisation, the EDP's practice is of strategic importance to us. The knowledge related to this practice needs to be managed, shared, evaluated and improved as a strategic asset of the organisation.

Do you want to contribute to the EDP's important work in systems change? The EDP seeks an experienced **Monitoring and Reporting (M&R) Officer** who will play a critical role in the implementation of the Monitoring, Evaluation, Reporting and Learning Framework at the organisational, programme and project levels. The Officer will work closely with the Operations team, including Programme Leads and Project Leads, and the technical team leads to develop monitoring and evaluation frameworks, collect and analyse data and produce reports to assess the impact and effectiveness of the EDP initiatives. The ideal candidate will have a passion for socio-economic development and a commitment to using data to inform decision-making and drive social change.

**Position Title:** Monitoring and Reporting Officer

**Location:** Cape Town

**Reports to:** Monitoring and Reporting Manager

### **Key Responsibilities:**

#### **• Organisational monitoring and evaluation**

- Support the refinement and improvement of the organisation's Theory of Change
- Support the refinement and improvement of the organisation's Monitoring, Evaluation, Reporting and Learning Framework
- Conduct and share research on improving the EDP's monitoring and evaluation strategy and implementation

#### **• Monitoring and reporting**

- Review project and relevant documentation to guide the development of monitoring and evaluation frameworks for projects, programmes and the organisation
- Support the development of theories of change for projects and programmes
- Collect monitoring and evaluation information for projects, programmes and organisation



- Support the development of tools and methodology for monitoring processes for the organisation, programmes and projects
  - Analyse and interpret monitoring and evaluation data to identify trends, patterns, and lessons learned on a regular basis
  - Prepare regular reports, data visuals and infographics on project and programme delivery and performance
  - Support project, programme and technical team leads in using monitoring and evaluation data to make informed decisions and improve project and programme effectiveness
  - Prepare presentations to funders, partners, peer organisations and the EDP Board
  - Collect data, analyse and prepare performance dashboards for the organisation
  - Support the preparation and submission of the EDP's Organisational Scorecard and update it when necessary
- **Cross-functional support**
    - Collaborate with the Operations Executive and the managers of Resource Mobilisation, Communications, and Knowledge Management to address cross-functional areas of work
    - Contribute to the monitoring requirements for funding proposals in collaboration with the Resource Mobilisation Manager and operations team
    - Prepare and disseminate learning from monitoring and reporting processes to Knowledge Management
    - Prepare and disseminate relevant monitoring and reporting information to Communications and Resource Mobilisation
  - **Evaluation:**
    - Support the Knowledge and Impact Manager in evaluation processes as required
  - **Team support:**
    - Support the team in resolving any concerns within projects relating to M&R
    - Support the team to deliver on project objectives in terms of M&R processes
    - Attend engagements and meetings to provide support to the M&R team
    - Assist as and when needed in resolving concerns in projects relating to M&R
    - Support the EDP team to deliver on organisational objectives

### **Qualifications and Experience:**

- Relevant three-year qualification
- At least five years of experience in monitoring and evaluation, data analysis and reporting



- Strong analytical and quantitative skills
- Good understanding of organisational and programme Theories of Change
- Good understanding of MERL frameworks
- Proficiency in Microsoft Office 365, data analysis and data visualisation
- Excellent written and verbal communication skills
- Ability to work effectively in a team environment and with diverse stakeholders

### **Core Competencies:**

The role is expected to demonstrate the following key competencies:

- **M&E Expertise:** Strong understanding and application of monitoring and evaluation systems, processes and tools
- **Research and data analysis:** Proficient in conducting thorough research and analysing data to inform decision-making processes
- **Data visualisation:** Ability to produce data visuals of monitoring and reporting data
- **Report writing:** Proficient in preparing reports
- **Communication:** Excellent written and verbal communication skills
- **Collaboration:** Ability to foster positive relationships with stakeholders and colleagues in a complex and agile working environment
- **Technical Proficiency:** Advanced skills in Microsoft Word, Excel, and PowerPoint

**Contract Type:** The EDP is offering a one-year contract, with the possibility for renewal. We offer a hybrid work model with compulsory 3 days a week in office presence. This model is subject to change at any given time at management's discretion.