



Central University of  
Technology, Free State

# JOIN THE TEAM

Ubuntu

Integrity

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Excellence

## Fixed-Term Monitoring & Evaluation Coordinator (P9)



Bloemfontein Campus

OFFICE OF THE VICE-CHANCELLOR AND PRINCIPAL | Institutional Planning and Quality Enhancement | Ref 1681



About the  
position

### Main purpose of the job

Coordination of reporting tools and data management system functions related to Annual Performance Plan and performance information reporting

### Main tasks

- |   |  |
|---|--|
| 1. Assist with the coordination of quarterly and ad-hoc performance reports   | 2. Support the maintenance of internally and externally focused monitoring tools, systems and guidelines |
| 3. Assist with the coordination of sharing of performance data with internal and external stakeholders on behalf of CUT for accurate data analysis and reporting. |  |



About the  
appointment

### Nature of appointment

5 years Fixed-Term Support Services

### Minimum salary scale

R 572 311 per annum

### (Total Cost to Company)

(updated 2024 salary scales to be confirmed)

*Note: CUT applies an internal parity model to determine remuneration that complies with the principle of "equal pay for work of equal value". Accordingly, the preferred candidate may expect an offer that is in line with their qualifications and years of similar experience. Please contact the Recruitment office for more information on the applicable salary scale.*



What are we  
looking for?

### Minimum Qualification/ Knowledge and/or Experience

- Relevant three-year diploma or four-year degree.
- Two to three years' relevant experience in Monitoring and Evaluation.
- Knowledge and skills in Monitoring and Evaluation, including reporting within Higher Education or relevant environment.
- Experience should include:
  - management of monitoring, evaluation and reporting tools and frameworks
  - data collection, reliability, completeness and accuracy including tracking performance indicators.
  - data platforms, filing systems, databases and related technologies to capture and organise data.
- Good computer skills and knowledge of MS Office packages.
- Experience in report writing.

### Desired Qualification, Knowledge and/or Experience

- Relevant advanced/postgraduate diploma or Honours degree
- Experience should include:
  - 3 to 5 years Monitoring and Evaluation.
  - 3 to 5 years proven in Planning, Monitoring and Evaluation, including reporting within Higher Education or relevant environment.
  - Qualitative and quantitative data collection, including tracking outcome indicators
  - 3 to 5 years with data platforms, filing systems, databases and select technologies to capture and organise data.
- Knowledge in development of monitoring and evaluation and reporting tools and frameworks.
- Good computer skills and knowledge of MS Office packages



Interested?

### Job-Related Enquiries

Dr L Wiese

✉ [lvstraat@cut.ac.za](mailto:lvstraat@cut.ac.za)

### Remuneration, Benefits and Process Enquiries

Recruitment Office

✉ [jobs@cut.ac.za](mailto:jobs@cut.ac.za)

To find out more or to apply, visit [www.cut.ac.za/careers](http://www.cut.ac.za/careers) or  
<https://cut.simplify.hr>

CLOSING DATE FOR APPLICATIONS – 28 March 2024

THINKING BEYOND