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### **THE PARENT CENTRE: PROGRAMMES MONITORING & EVALUATION REGISTERED SOCIAL WORKER**

The Parent Centre is a Non-Profit, primary preventive organization offering comprehensive parenting education and support services.

The Parent Centre seeks to appoint a Monitoring & Evaluation Social Worker to be based in Wynberg Cape Town to implement monitoring and evaluation across all programmes to assist The Parent Centre in the achievement of programme objectives.

#### **Reporting to the Programmes Manager your key responsibilities will include inter alia:**

- Initially gain a comprehensive understanding of The Parent Centre Programmes i.e. PACES; Teen Parenting & Parent Infant Programmes.)
- Review the current monitoring and evaluation frameworks for the existing programmes;
- In consultation with managers, develop overall programmes monitoring and evaluation plan based on PMEL process.
- Design and develop standardised reporting templates nuanced per programme deliverables that facilitate the acquisition and aggregation of information.
- Support the development and roll out of monitoring and evaluation frameworks, guidelines, plans or tools to guide quality monitoring and evaluation in the programmes.
- Regularly review monitoring and evaluation plans, tools and other documents such as reporting templates etc., as may be necessary in coordination with relevant colleagues.
- Develop and maintain online M& E databases;
- Conduct site visits to observe implementation of programmes, to ascertain and promote adherence to agreed standards and timelines of implementation.
- Translate participant questionnaires and evaluations from Isi-Xhosa to English.
- Work with staff, beneficiaries and partners to analyse, maintain and supply evidence of lessons learned from programme experience, and ensure incorporation thereof into future programmes.

#### **Requirements to be considered for the role as follows:**

- **A qualified Social Worker, registered with the South African Council for Social Services Professions (SACSSP) with at least 3 years' related experience. This is a pre-requisite.**
- A special interest, proven knowledge and/or experience in parenting.
- Previous experience in implementing M&E processes
- Experience in home visiting / on-site observation in various communities.
- **Proficiency in English and isiXhosa (verbal and written) is a pre-requisite.** Conversational Afrikaans an added advantage.
- Computer Literacy – MS Word, Excel, Power Point

- A proactive communicator, able to build relationships and provide support across a range of work areas;
- Good organisational and time management skills and the ability to work on a number of projects at once;
- Strong cross cultural awareness, able to work effectively with diverse cultures and working styles;
- A valid driver's license
- Knowledge of The Children's Act

Interested persons must please send their CV's together with a motivational letter including salary expectation to: [reception@theparentcentre.org.za](mailto:reception@theparentcentre.org.za) by closing date 24 June 2022.

Only short-listed candidates will be contacted. If you have not heard from us by the 15 July 2022 please accept that your application has been unsuccessful.