

JOB TITLE AND LEVEL	DIRECTOR: CORPORATE MONITORING AND EVALUATION
BUSINESS UNIT AND LOCATION:	CORPORATE MONITORING AND EVALUATION PRETORIA HEAD OFFICE
REFERENCE NUMBER:	Ref: DIR/M&E/2026/04-1P
EMPLOYMENT TERM	PERMANENT
LEVEL AND SALARY	LEVEL 13
SALARY	R1 266 714.00 - R1 492 122.00 per annum (All-inclusive)

One position of Director: Corporate Monitoring and Evaluation is currently available at Monitoring and Evaluation Unit in GPAA. This position will be filled as a permanent position.

KEY RESULT AREAS:

The purpose of the role is: To manage and coordinate all monitoring, evaluation and reporting systems in the Department.

The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following:

Manage the implementation of the Monitoring, Evaluation & Reporting strategy

- Monitor the implementation of the operational plan for the Directorates to support the achievement of GPAA's strategic objectives.
- Manage, monitor and review the Directorate policies, procedures and processes, in accordance with best practice and legislation.
- Manage the implementation of an effective short, medium and long-term operating strategy for the Directorate.
- Conduct benchmarks on new developments in practices to improve the effectiveness and efficiency of the organization.
- Manage the provision of best practice regarding Directorate functions to all stakeholders.
- Manage the implementation of management effectiveness and leadership strategy.
- Engage in strategic relationships with relevant stakeholders to serve the interest of the organization
- Monitor compliance with relevant legislation throughout all Directorate functions.
- Analyze service delivery gaps, challenges and implement remedial action strategies.

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REPUBLIC OF SOUTH AFRICA

- Manage quality of service provided to internal and external customers/clients/stakeholders.
- Ensure information flow and alignment with all stakeholders to ensure effective engagement.
- Conduct trend analyses and forecasting.
- Assess the provision of Monitoring, Evaluation & Reporting support and advice line managers accordingly
- Drive a culture of compliance with GPAA line managers and staff to ensure greater awareness of Monitoring, Evaluation & Reporting policies and procedures.
- Monitor compliance with relevant legislation throughout GPAA.
- Analyze service delivery gaps and challenges, define service delivery operational measures and targets
- Oversee quality of service provided to internal and external customers/clients/stakeholders.

Manage organizational performance monitoring and reporting for the Department

- Minimize exposure to legislative contravention by implementing policies and procedures pertaining to Departmental performance monitoring and evaluation systems in full support of legislative requirements.
- Identify priority outcomes to inform performance management system.
- Manage the alignment of the department's strategic plan with GPAA annual plans.
- Facilitate the development of Annual performance plans and annual operation plans.
- Manage and monitor the performance of business units through continuous internal and external monitoring tools and processes for business impact as well as stakeholder requirements.
- Analyze organizational performance and provide strategic input.
- Implement and review performance management systems.
- Co-ordinate and develop a report on the collated information on organizational performance by the business units and present in an agreed format on prescribed timelines.
- Partner with directors to analyze and report on their business unit's performance impact and decisions across the organization.

Coordinate and manage the implementation of integrated Departmental M&E data systems

- Design and maintain data architectural integration of systems to ensure M&E data integration across the Department.
- Manage data collection processes and protocols.
- Conduct data analysis and integration.
- Ensure the accuracy and integrity of captured information.

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- Produce performance reports on service delivery programmes.
- Develop and implement systems on behalf of different directorates e.g. Knowledge Management.

Manage the monitoring and evaluation for Regional coordination

- Monitoring all GPAA outreach events.
- Provide evaluation services on Client Satisfaction Surveys.
- Perform trend analysis based on Province.
- Produce performance reports outreach programmes

Manage all the resources in the Directorate

- Ensure the development and management of staff within the Directorate.
- Implement and maintain a relevant management approach to support effective business results within the Directorate.
- Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery.
- Ensure control of budgeting and expenditure process in-line with strategic objectives and relevant legislation.
- Ensure the effective utilization of all resources (including IS, Assets, Infrastructure, etc) within the Directorate.
- Ensure that all audit findings are responded to and remedial action implemented.
- Proactively ensure the identification and mitigation of risks

REQUIREMENTS:

- An undergraduate qualification (NQF level 7) bachelor's degree/BTech as recognized by SAQA in Social Sciences/Business Management/Public Administration, Commerce or equivalent qualification
- Five (5) years' experience in middle/senior managerial level in the monitoring and evaluation environment.
- Experience in private or public sector strategy, monitoring and evaluation reporting management.
- Computer literacy that would include a good working knowledge of Microsoft Office 365 inclusive of MS SharePoint.
- Experience in Financial Services environment, especially Employee Benefits, Pension Fund and Retirement Benefits Administration, will be an added advantage.

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KNOWLEDGE, SKILLS AND COMPETENCIES:

- Knowledge of Monitoring and Evaluation Systems and processes
- Knowledge of Strategic management
- Knowledge of Corporate Governance
- Knowledge of legislative requirements and GPAA policies and procedures
- Industry knowledge
- Knowledge of Pension Fund Regulations and Rules
- Knowledge of Compliance management
- Knowledge of the PFMA and King IV Regulations
- Knowledge of Policy formulation in public environment
- Knowledge of qualitative and quantitative methodologies
- Knowledge of Financial management including budgeting and forecasting
- Strategic capability skills
- Service delivery innovation skills
- Financial management skills
- People Management and empowerment skills
- Programme and project management skills
- Change management skills
- Communication skills
- Knowledge management skills
- Problem solving and analysis skills
- Stakeholder management skills
- Analytical skills
- Interpersonal skills
- Respect
- Service Excellence
- Integrity
- Transparency
- Courtesy
- Emotional Intelligence

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- Team player
- Results orientated
- Relationship management

Closing date:	24 April 2026 at 12h00 (noon) No late applications will be accepted
Contact person:	Mapule Mahlangu on 012 399 2639
Application process:	<ul style="list-style-type: none"> • It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Recruit2@gpaa.gov.za quoting the reference number in the subject heading of the email.

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