



The Social Housing Regulatory Authority (the "SHRA") was established in August 2010 by the Minister of Human Settlements in terms of the Social Housing Act, No. 16 of 2008. The SHRA is classified as a public entity in terms of Schedule 3A of the Public Finance

MONITORING AND EVALUATIONS SPECIALIST (REF: M&ESPEC2025)

(Reporting to Strategy, Research and Policy Manager)

Parktown, Gauteng

JOB DESCRIPTION

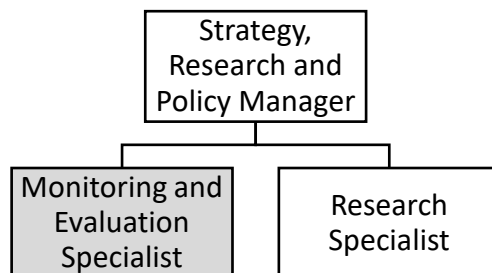
GENERIC INFORMATION

1. POSITION TITLE	Monitoring and Evaluation Specialist
2. UNIT	Strategy, Research and Policy
3. REPORTING TO	Strategy, Research and Policy Manager
4. GRADE LEVEL	C Band
5. LOCATION / CENTRE	Johannesburg

JOB DETAILS

Purpose
<p>The main purpose of the Monitoring and Evaluation Specialist is to undertake monitoring and evaluation of the organisation’s performance and evaluate the impact of SHRA projects, interventions and strategy on the Sector</p> <p>Key stakeholders the Monitoring and Evaluation Specialist will engage with are:</p> <ul style="list-style-type: none"> • Strategy, Research and Policy Manager • Senior Management • Government Departments • Social Housing Institutions • Sector Bodies and Associations • Service Providers

ORGANISATIONAL STRUCTURE



Key Performance Areas	Activities
Organisational Performance Monitoring and Reporting	<ul style="list-style-type: none"> • Consolidate the SHRA’s quarterly reports in accordance with the Performance Information Policy and Procedures • Collect data and evidence in accordance with the Performance Information Policy and Procedures • Review the reports and evidence submitted by different internal programmes and suggest necessary changes and ensure completeness of evidence

Key Performance Areas	Activities
	<ul style="list-style-type: none"> • Coordinate with the staff on meeting the monitoring and evaluation requirements • Develop the Annual Report in line with the National Treasury Guidelines by the defined deadline • Developing and update the SHRA Performance Information Policy and Procedures, identifying amendments, implementing changes and submitting for approval as required and within update cycle • Manage that the policy and procedures are implemented and complied with weekly, monthly and annually by addressing individual issues, conducting training and responding to internal audit findings within the agreed deadline • Supervise and coordinate application of monitoring tools to track program performance in line with the SHRA M&E Policy and National Electronic Quarterly Performance Management System (EQPRS) • Manage, conduct and oversee qualitative and quantitative monitoring among program beneficiaries and other stakeholders, such as surveys, focus group discussions, interviews and case studies
Monitoring and Evaluation Planning and Programme Management	<ul style="list-style-type: none"> • Provide information that is requested to inform the SHRA strategic planning process by collecting information, collating and submitting annually. Participate in developing the Research and Policy APP and operational plan by participating in meetings, providing input and developing first draft documents and plans in line with the SHRA strategy annually • Participate in developing the Monitoring and Evaluation Plan to be incorporated into the SHRA’s annual Research Plan annually by focussing on evaluation of priority areas, developing plan, securing approval and implementing annually and monthly • Implement the Monitoring and Evaluation Plan in accordance with the Monitoring and Evaluation Policy and Standard Operating Procedures • Develop the annual State of the Sector report in line with the Monitoring and Evaluation Policy and implementation plan • Participate in developing and updating the SHRA Monitoring and Evaluation Policy and Procedures, identifying amendments, implementing changes and submitting for approval as required and within update cycle • Manage that the policy and procedures are implemented and complied with weekly, monthly and annually by addressing individual issues, conducting training and responding to internal audit findings within the agreed deadline • Track monitoring and evaluation good practice and measures and identify opportunities for improvement. Implement approved strategies by agreed deadlines
Evaluation Assessment	<ul style="list-style-type: none"> • Understand the SHRA strategic priorities and mandate and define indicators of positive or negative impact caused by SHRA interventions and programmes annually • Develop and maintain tools to evaluate priorities as required. This will include the development and maintenance of an issues trail collated from governance structures, programme reports, research reports and stakeholder engagements. • Manage the evaluation of implemented programmes and interventions on SHRA priorities by appointing providers in line with the procurement procedures, managing delivery against objectives and reporting on findings as required

Key Performance Areas	Activities
	<ul style="list-style-type: none"> • Manage service providers by developing clear terms of reference, briefing on required outputs, managing delivery, addressing non-performance and resolving issues as required • Terminate supplier contracts, when necessary, by collating evidence, engaging with supplier, resolving potential conflicts and recommending termination when required action is not taken • Quality assures evaluation outputs by conducting audits, checking procedural and methodological approach and approving final outputs • Lead the process of designing, piloting and validating quantitative and qualitative evaluation tools

REQUIREMENTS	
<p>Qualifications/Knowledge (including most relevant field of study)</p> <ul style="list-style-type: none"> • A minimum of an Honours degree (NQF 8) in Social Sciences, development planning or similar • Relevant computer literacy 	<p>Experience</p> <ul style="list-style-type: none"> • 7 years monitoring and evaluations experience • 3 years research management experience • 2 human settlements or built environment experience

Note: SHRA reserves the right not to make an appointment or withdraw the advertisement. Appointments will be made in line with the Entity's Employment Equity Plan. Communications will be with short-listed applicants only.

To apply for the above position, please forward a relevant CV to recruitment@shra.org.za. **Please ensure that you use the reference (Ref: M&ESPEC2025) in the subject line.** The closing date for applying is the 10 October 2025.