

**RESEARCH, MONITORING AND
EVALUATION INTERNS X2
24 MONTHS
REMUNERATION: MARKET RELATED
Ref: AgriS0308/2024**

DESIGNATION	Research, Monitoring and Research Intern
Reporting to	Assistant Manager: Research, Monitoring and Evaluation
Division	Skills Planning and Research
Office Location	Head Office (Pretoria)
JOB PURPOSE	To provide support within the Skills Planning and Research Division working on the Monitoring and Evaluation of Organisational performance.

KEY PERFORMANCE AREA	FUNCTIONAL OUTPUTS / ACTIONS
MONITORING AND EVALUATION	<ul style="list-style-type: none"> • Monitoring of AgriSETA projects. • Evaluation of performance information and data. • Collection of data. • Administering questionnaires.
MANAGEMENT OF DATA	<ul style="list-style-type: none"> • Collate, capture and store all questionnaires and research tools used to capture data. • Compile research related data on request. • Maintain various data sets. • Basic data analysis.
STAKEHOLDER LIAISON	<ul style="list-style-type: none"> • Maintain stakeholder relations.
ADMINISTRATION	<ul style="list-style-type: none"> • Organise project site visits for monitoring and evaluation • Assist with basic administration tasks. • Manage record and tracking of all research -related activities. • Any other ad hoc duties may be assigned from time to time. • Generate weekly and monthly reports.

INTERNAL AND EXTERNAL CONTACTS	<ul style="list-style-type: none"> • Internal divisions All divisions within AgriSETA. • External partners and stakeholders.
MINIMUM QUALIFICATIONS AND EXPERIENCE REQUIRED COMPETENCIES	<ul style="list-style-type: none"> • NQF Level 6 / Diploma / Degree in Monitoring and Evaluation or Equivalent qualification. • Audit environment and basic statistics knowledge. • Driver’s license is mandatory. • Be willing to travel. • Project management skills. • Demonstrated competence with Microsoft Word, Excel, Outlook. • Excellent written, verbal and interpersonal communication Skills. • Have the necessary administrative skills. • Demonstrate ability to work well as part of a team.

Employment Period:

An updated CV with a covering letter (excluding certificates) should be forwarded to:

SPR.Interns@agriseta.co.za

Closing date: **15 August 2024 @16h30**

Enquiries: Baepi@agriseta.co.za

Note: Communication will be restricted to the shortlisted candidates only. Should you not hear from us in 4 weeks after the closing date of this advertisement, consider your application unsuccessful.

This advertisement has minimum requirements listed. Management reserves the right to use additional relevant information as criteria for short-listing. AgriSETA is an equal opportunity employer and preference will be afforded to candidates in terms of Employment Equity Plan.

	<p>Disabled candidates are encouraged to apply and an indication in this regard will be appreciated.</p>
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