



CALL FOR APPLICATIONS

Monitoring and Evaluation Assistant

TERMS OF REFERENCE

The Centre for Human Rights is a Department of the Faculty of Law, with a mandate for post graduate academic programmes in human rights, general human rights education and training, and programmatic work to promote human rights in Africa and beyond. In pursuit of this mandate, the Centre is engaged in a variety of research, advocacy, and capacity building initiatives, a majority of which are externally/donor funded.

To keep track of the progress that the Centre makes towards the realisation of its strategic objectives through its programmes, the Centre relies on regular monitoring and evaluation of its projects and programmes. It is for this purpose that the Centre seeks to recruit a monitoring and evaluation assistant to support its work. The Centre seeks the assistance of an M&E Assistant to contribute to its work in this regard.

WHO YOU ARE

- Be a currently registered postgraduate at UP
- Have some training and/or experience in the area of Project Management, specifically with monitoring and implementation.
- Having experience working in a non-governmental organisation (NGO) will be a strong advantage

TASKS

1. Develop and administer M&E tools for various projects of the Centre
2. Contribute to project planning by supporting the development of respective M&E plans
3. Develop monitoring reports based on feedback from the evaluations
4. Facilitate learning and uptake of lessons from evaluation for programming
5. Any other related tasks as may be assigned from time to time

WHAT WE OFFER

- A modest compensation, consistent with UP regulations on work by students
- A working space and necessary equipment
- Lots of experience and exposure to the human rights sector
- Opportunities to learn more about human rights protection

If this piques your interest, please send a brief (1 page) expression of interest, along with your CV and proof of registration for 2024 to chr@up.ac.za by **20 May 2024**.