

BE PART OF THIS TEAM

The East London Industrial Development Zone SOC Ltd is a State Owned Corporation set up by government through the South African Industrial Development Zones Programme (now the South African Special Economic Zones Programme) to develop, operate and maintain modern infrastructure and to complementarily attract strategic investments for the region.

POSITION: PERFORMANCE MONITORING AND EVALUATION SPECIALIST | Ref: REC/16/22

Minimum Requirements: • Degree in Business Administration / Internal Auditing • 3 - 5 years in an internal control environment • 2 years' performance information management experience • Public Finance Management Act (PFMA) and public sector knowledge would be advantageous.

Required Competencies: • Knowledge and understanding of Legislation pertaining to ELIDZ • Ability to analyse and report on non-compliance • Computer literacy (MS Office: Word, PowerPoint & Excel) • PFMA and public sector knowledge and understanding on a practical level • Knowledge of all Project Information Management System (PIMS) related policy, procedures and legislation • Excellent knowledge of all internal control systems and mechanisms • Knowledge of corporate governance requirements • Extensive knowledge of internal audit practices and reporting • Knowledge of performance monitoring, finance, performance control and reporting concepts.

Specific Functional Responsibilities: • **Annual Performance Planning** • Translation of 5-year strategy into a Corporate Plan with Key Outcomes, Outputs, Key Performance Indicators (KPIs) and clear resource allocation to support the execution of the strategy • Translation of the 3-year Corporate Plan into an Annual Destination Statement which underpins and informs performance priorities for the organisation and Executive Management • Translation of key departmental outputs into Operational Plans to ensure tracking of key activities that contribute to organisational strategy • Development, Monitoring and Updating of key performance indicator baselines to ensure accurate performance targeting for the ELIDZ Corporate • Development and Review of KPI Technical Indicator Descriptions to ensure accuracy and credibility of ELIDZ performance • Develop and implement a performance targeting programme to ensure adequate and timeous updating and submission of ELIDZ Plans to all key stakeholders including the Executive Authority, Board and the Department of Trade and Industry • **Performance Monitoring, Evaluation and Reporting** • Develop and implement a clear performance reporting plan to ensure monthly monitoring and quarterly reporting to board and executive authority • Develop and deploy performance monitoring tools to ensure monthly and quarterly monitoring and analysis of organisational performance trends based on identified performance indicators • Develop and deploy performance monitoring, evaluation and analysis tools to ensure management oversight and intelligence on key performance trends, challenges and required reform • Develop and deploy performance reporting tools to departments, management, board, Executive Authority and other oversight bodies such as the Portfolio Committee and the Department of Trade and Industry • Develop processes and tools to limit the ELIDZ's exposure to internal and external audit findings on ELIDZ quarterly and annual performance. The tools should include the use of evidence based reporting and PoE Verification for all KPIs and tracking of closure of all findings by PoE verification committee to ensure completeness of report • Develop bi-annual performance report for ELIDZ stakeholders and shareholders • Workshop / guide units regarding monitoring and evaluation processes • Maintain and update performance data on relevant organisational Monitoring and Evaluation (M&E) business systems • Contribute to developing an M&E culture within the ELIDZ • **Best Practice Systems, Policies and Procedures** • Develop a detailed Performance Information Framework / guide to ensure clear articulation of the ELIDZ Performance Information Management processes and target setting considerations • Development of a clear performance targeting methodology (Standard Operating Procedures) and protocols including inputs (eg link to departmental strategies; business model; business plan etc) • Introduce and manage system-based mechanisms to monitor ELIDZ's quarterly, annual and long-term performance against approved 5 year strategy • **Risk Management** • Inputs into Risk Management Framework • Identify and escalate relevant M&E risks for action in the organisational risk register • **Audit Preparation** • Oversight provision to ensure all aspects of pre-determined objectives and National Treasury Framework and Performance Information are met • Develop and define processes for M&E of organisational performance that contributes to Audit of Predetermined Objectives (AOPO) • Engage with internal and external auditors regarding AOPO performance and findings • Preparation of responses to audit findings • **Stakeholder Engagement** • Assist with communication and requests for information from stakeholders • Respond to findings and issues raised by stakeholders relating to performance information • Represent ELIDZ on identified stakeholder work groups.

Applications must be submitted by e-mail to: recruitment@elidz.co.za.

The closing date is 27 March 2023. If you have not heard from us within one month after the closing date, please consider your application unsuccessful. Only short listed candidates will be communicated to. The ELIDZ reserves the right not to fill this position. **The ELIDZ is committed to giving preference to suitably qualified persons with disabilities and to African Males as per our EE Plan.**

FULL DETAILS AND INFORMATION REGARDING THE VACANCIES ARE AVAILABLE ON OUR WEBSITE: <http://www.elidz.co.za> under "Opportunities > Employment"

The personal information submitted in response to this advertisement shall be processed solely for purposes relating to the position applied for, as mandated in law. The East London IDZ undertakes to ensure that appropriate security control measures are implemented to protect all the information submitted by the applicant.



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business streamlined