



## JOB SPECIFICATION

POSITION: Learning, Monitoring & Evaluation (LME) Officer

TYPE: 18 months Fixed Term Contract

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### REQUIRED QUALIFICATION

- Bachelor's degree in Social Sciences, Development Studies, Monitoring & Evaluation
- Minimum 3–5 years of relevant experience in LME/M&E in an NGO or advocacy-based environment.
- Proven experience in designing and implementing LME systems, especially in rights-based or community-led contexts.
- Strong knowledge of LME tools, research methodologies, data analysis (including software like Excel, SPSS, or Power BI).

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### ROLES AND RESPONSIBILITIES

#### Monitoring & Evaluation

- Strengthen and ensure effective implementation of LME frameworks, tools, and indicators aligned with strategic goals and donor requirements.
- Collect, verify, and analyse qualitative and quantitative data from projects and campaigns to facilitate evidence informed programmes adjustments and advocacy strategies as and when needed.
- Monitor programme progress and ensure timely data reporting and quality control.
- Support staff and partners with capacity enhancement efforts on LME systems and tools.

#### Learning & Knowledge Management

- Facilitate internal reflection sessions, after-action reviews, and learning exchanges.
- Identify, document, and share success stories, best practices, and lessons learned.
- Contribute to strategic planning and adaptive learning processes.



- Build organisational knowledge systems and ensure secure, accessible data storage.

#### Data Management

- Maintain and manage GDX's internal data management practices, ensuring alignment with POPIA and donor compliance standards.
- Manage and update GDX's databases, including the Linkages to Information and Referral App (LIRA).
- Ensure regular updates of LIRA with verified service providers and maintain data accuracy and relevance.
- Implement and apply vetting standards for service providers in collaboration with programme and operations teams.
- Develop and apply internal guidelines for ethical data use, ensuring data security, privacy and accessibility across the organisation.
- Track and integrate LIRA usage statistics, stakeholder feedback and service provider engagement into GDX's monitoring and reporting systems.
- Provide training and support to staff on data management principles and the use of organisational databases.

#### Reporting & Compliance

- Prepare high-quality reports for internal stakeholders, partners and donors, including annual reporting.
- Support proposal development with relevant LME data and projections.

#### Stakeholder Engagement

- Collaborate with programme staff, implementing partners, and consultants to align LME approaches and practices.
- Liaise with external evaluators, donors, and strategic allies on LME issues as required.

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#### FURTHER CONSIDERATIONS

- Trans and gender diverse persons, LGBTQI+ people and women in their diversities are encouraged to apply.
- The applicant must be based in Cape Town.



- If the applicant is not a South African citizen or permanent resident, such applicant must be in the possession of a valid work permit at the time of commencing with the contract or must be able to display that they are able to obtain such work permit by satisfactory application of legal permit requirements.
- GDX reserves the right not to appoint any applicant.

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#### REQUIRED COMPETENCIES

- Commitment to defend and uphold trans and gender diverse rights, social justice, and feminist values.
- Knowledge of SOGIESC related LME opportunities and challenges.
- Excellent analytical, critical thinking, and writing skills.
- Strong understanding of the evolving nature of LME in the social and gender justice space.
- Strong facilitation and capacity-building experience.
- Detail-oriented with strong organisational and time management skills.
- Ability to work independently and collaboratively in diverse teams.
- Data visualisation and report-writing expertise is an asset.
- Fluency in more than one South African language.
- Experience with participatory LME and community-based research methodologies.

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#### APPLICATION

- Salary negotiable in accordance with experience.
- Please send your CV and a Cover Letter to [humanresources@genderdynamix.org.za](mailto:humanresources@genderdynamix.org.za)
- Email subject to be labeled as follows: Name - LME Officer Application
- Submitted documents are to be labeled as follows: Name - CV/Cover Letter

*Should you not have a response from the organisation within 7 days of the application deadline, please deem the application as unsuccessful.*

Closing Date: 05 September 2025