

*The Craft & Design Institute (CDI)is a 20-year-old craft and design sector development agency with a mission to develop capable people and build responsible creative enterprises trading within local and international markets. They are a catalytic agent of change in the sector, and passionate about developing appropriately skilled, resourced and digitally proficient practitioners who can successfully leverage opportunities for growth and development. They currently support over 5 500 businesses and individuals in the South African craft and design sector and range from start-ups to exporting enterprises and are based all over South Africa – from rural towns to urban centres. CDI’s services help these businesses develop the right product/service for the right market using appropriate business and production systems; and facilitates national and international market opportunities to help them grow*.

**MaraisButton & Associates has been retained to recruit for the CDI in Cape Town:**

## VACANCY - M&E PRACTITIONER

**2yr Fixed Term Contract**

## KEY PERFORMANCE AREAS:

* Develop organisational M&E Framework for the Portfolio of Projects
* Support the delivery of M&E activities across the portfolio
* Coordinate and manage the work of the M&E service provider/s
* Develop CDI Group Impact Reports
* Manage the Data Analyst

## TASKS

**Organisational M&E Framework**

* Develop an organisational M&E Framework for the Portfolio of Projects
* Manage the holistic, overall organisational M&E Framework, as well as supporting the detailed impact and evaluation required in individual projects within the organisation

# Delivery of M&E Activities

* Support the delivery of M&E activities across the portfolio
* Liaise with Managers across the portfolio, as well as with the Group CEO, around the M&E activities required within the various projects, or in the organisation as a whole
* Prepare a programme of M&E activities to be carried out across the portfolio

**M&E Service Provider/s**

* Coordinate and manage the work of the M&E service provider/s contracted at specific project levels, or within the organisation as a whole
* Ensure the timeous submission of appoint M&E service provider/s invoices to CDI’s Finance Department

**CDI Group Impact Reports**

* Develop CDI group impact reports including activities under the CDI’s annual programme of businesses development, strategic projects, and this Portfolio of Projects

# Management of Data Analyst

* Manage the work of a Data Analyst service provider that will be engaged on a retainer basis

**General**

* Assist with any other activities within the organisation, within reason, as defined by the CDI Management

## REPORTING RELATIONSHIPS

## Directly reports to the Delivery Support Unit Manager

* Consults with the Unit Manager on any issues that may have policy, financial and/or legal implications or may be potentially sensitive

## DECISION MAKING RESPONSIBLITY

* Responsible for decision making on day-to-day fulfillment of functions as per job description

## CORE COMPETENCIES

Technical Knowledge: Qualified experienced practitioner with a Tertiary degree in M&E and 5-10 years relevant work experience; project management and strategic planning experience; understanding of the creative process; experience of development issues; working knowledge of IP etc.; ability to keep up with current developments and trends in craft and design sector

Applied Learning Quick, willing learner of craft & development sector; flexibility and ability to apply knowledge; analytical thinker and problem solver

Communication: Culturally sensitive individual with strong interpersonal skills; ability to communicate appropriately with a diverse range of individuals/groups

Building Partnerships: Ability to identify strategic role players and partners and engage with them

Decision Making Ability to decide and act upon an appropriate course of action

Planning & Organising Developing vision; initiating action; establishing a course of action for self and others

Building Trust Interacting with others in a way that gives confidence in one’s intentions and those of the organisation.

Work Standards: Setting high standards of performance for self and others

Suitable candidates are invited to send a motivation letter highlighting suitability to the role, a CV and contact details of three work related referees to [**rudayba@maraisbutton.co.za**](mailto:rudayba@maraisbutton.co.za)

Contact will only be made with shortlisted candidates.

*If you are not contacted within two weeks of closing date, please consider your application unsuccessful*

**Closing date: Sunday 14th August 2022**