

**Vacancy: Junior Advisor – Monitoring and Evaluation (M&E)****Project:** Promotion of Technical and Vocational Education and Training (ProTVET III)**Location:** Windhoek**Fixed Term Contract:** Duration 6 months**Role Purpose**

The Junior Advisor – Monitoring and Evaluation (M&E) will support the team and component leaders in implementing a wide range of technical tasks across the ProTVET III project. The incumbent will coordinate monitoring and evaluation processes, contribute to planning, research, communication, knowledge management, and provide support in public relations and event organisation.

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**Key Responsibilities****Monitoring, Planning & Coordination**

- Coordinate project M&E activities aligned with the results matrix.
- Support data collection, analysis, reporting, and dissemination.
- Develop tools and establish baselines for effective tracking.
- Prepare presentations and assist with operational meetings and workshops.
- Maintain an updated overview of activities using tools like Onsite Operations.

**Knowledge Management**

- Organise and update project databases and documentation (IDA, DMS, MS Teams, library).
- Document success stories, best practices, and lessons learned.
- Assist with compiling project reports and translations.
- Collect and record beneficiary data in collaboration with technical teams.

**Support to Public Relations and Communication**

- Assist with coordinating and organising project-related events and workshops.

- Draft press releases and promotional content.
- Ensure compliance with GIZ corporate design for all communication materials.
- Develop appropriate PR instruments and tools.

### **General & Additional Tasks**

- Support the integration of gender mainstreaming across the project.
  - Stay informed on GIZ processes, IT systems, and relevant project changes.
  - Represent GIZ interests with professionalism and integrity.
  - Undertake any other duties as assigned by management or partners.
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### **Minimum Requirements**

- Bachelor Honour's Degree (NQF Level 8) in a relevant field such as Development Studies, Public Policy, Economics, Social Sciences, Education, Statistics, Monitoring and Evaluation, Project Management, Public Administration, or International Relations.
  - At least 6 months' work experience in monitoring and evaluation or a related discipline.
  - Experience with international development organisations is an added advantage.
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### **Additional Requirements**

- Proficiency in MS Office (Word, Excel, PowerPoint), MS Teams, MS Forms, Access, Loop, or other database tools.
  - Excellent command of English (German proficiency is advantageous).
  - Strong communication, cooperation, and organisational skills.
  - Ability to work independently, efficiently, and under pressure.
  - Demonstrated interest in continuous professional development.
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### **Application Procedure**

If you meet the above requirements and are passionate about contributing to the success of GIZ, we encourage you to apply through our recruitment portal at **[www.jobopportunities.net](http://www.jobopportunities.net)**. Please submit a detailed cover letter, comprehensive CV, and

copies of relevant qualifications and certifications.

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**Closing Date**

02<sup>nd</sup> June 2025

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**Equal Opportunity Statement**

GIZ is an equal opportunity employer. We value diversity and encourage applications from all qualified individuals regardless of gender, ethnicity, age, disability, or other characteristics.