

VACANCY

Position Title:	Monitoring and Evaluation Officer
Duty Station:	Harare, Zimbabwe
Type of Appointment:	Permanent
Estimated Start Date:	30 July 2025
Reference Number:	NVF2025/05
Application Closing Date:	10 July 2025

Key Responsibilities:

- Design and Implementation of M&E Framework:** Design and implement a comprehensive M&E framework to track and evaluate the performance of our investments.
- Data Collection and Analysis:** Collect and analyse data from various sources, including financial statements, progress reports, and surveys.
- Performance Monitoring:** Monitor the performance of our investments against key performance indicators (KPIs) and provide regular progress reports to management.
- Evaluation and Outcomes Assessment:** Conduct evaluations and impact assessments of our investments to determine their effectiveness.
- Reporting and Communication:** Prepare and present regular reports to management, investors, and other stakeholders on the performance and impact of our investments.
- Capacity Building:** Provide training and capacity-building support to our investee companies to enhance their M&E capabilities.
- Collaboration and Coordination:** Collaborate and coordinate with other teams, including investment, portfolio management, and finance, to ensure that M&E data is integrated into investment decisions and portfolio management.

Requirements:

- Degree in Economics, Monitoring and Evaluation, Statistics, Public Policy, or a related field.
- At least **2 years** of experience in M&E, preferably in a or private equity firm.
- Valid Class 4 Driver's License.

How to Apply:

Interested and qualified candidates must email your curriculum vitae to careers@nvccz.com with the subject line: **MONITORING AND EVALUATION OFFICER**

Required Documents:

- Curriculum Vitae (CV) with:
 - Full names
 - Place and date of birth
 - Contact information
- Copy of national identification
- Proof of qualifications
- Current salary (if employed)
- Date of availability
- Three (3) traceable referees

Skills:

- Strong analytical and problem-solving skills.
- Excellent communication and reporting skills.
- Ability to design and implement M&E frameworks.
- Experience with data collection and analysis tools, such as Excel, SPSS, or Stata.
- Familiarity with impact assessment and evaluation methodologies.

Only shortlisted candidates will be contacted.
No late applications will be accepted.

Equal Opportunities:

NVCCZ is an **equal opportunities** employer and we welcome applications from diverse candidates and female candidates are also encouraged to apply.