



APPLICATION FORM FOR M & E ASSISTANT POST

Guidelines for Completing this Form

- **Please complete ALL SECTIONS (A – F). Fields marked with an asterisk (*) are compulsory.**
- CSF sectors are strongly encouraged to identify and inform experienced and suitable individuals within their structures and networks to apply.
- Submit this completed form together with your CV, certified copy of ID certified copies of qualifications where applicable, and any other supporting documents.
- Only complete applications received by the stipulated closing date and time will be considered.
- Send your completed application form and supporting documents to nlcprojectrecruitment@sanac.org.za

SECTION A: POSITION AND CANDIDATE DETAILS

CSF Sector *	
Province *	
District / Locality *	
Full Name and Surname *	
ID / Passport Number *	
Contact Number *	
Email Address *	
Languages Spoken *	

SECTION B: SECTOR/ COMMUNITY AND ROLE SUITABILITY

1. Describe your experience collecting, capturing, validating and reporting programme data.*



2. What steps do you take to check data quality before submitting a report?*

3. Describe your experience maintaining databases, indicator trackers or reporting tools.*

4. Give an example of how you identified a data gap, trend, inconsistency or performance concern and what you did.*



5. Describe your Excel capability and the functions or tasks you commonly use Excel for.*

6. Describe your experience compiling M&E reports, dashboards, indicator analyses or evidence-based reports.*

SECTION C: EDUCATION, TRAINING AND EXPERIENCE

Highest Qualification *	
Relevant Training / Certificates: *	
Number of Years of Relevant Experience *	
Current / Most Recent Role *	
Organisation / CSF Structure *	



SECTION D: REFERENCES

	Full Name	Organization/ Sector	Position	Relationship to the applicant	Contact No
1					
2					
3.					

SECTION E: CURRENT ENGAGEMENTS AND DECLARATION OF INTEREST

1. Are you currently employed, contracted, receiving a stipend or remunerated by another organisation, programme or donor-funded project? If yes, provide details.*

2. Do you currently hold a leadership, governance or decision-making role within a CSF structure? If yes, specify.*



3. Available for the full temporary contract period:

Disclosure does not automatically disqualify an applicant. Information will be assessed to manage conflicts of interest, overlapping work obligations and programme accountability.

SECTION F: CANDIDATE DECLARATION

I declare that the information provided is true and correct. I understand that sector identification, nomination or endorsement does not constitute automatic appointment. I consent to relevant identity, reference, employment history and qualification verification where applicable. False or materially misleading information may result in disqualification or withdrawal/termination of appointment.

Candidate Name *	
Signature *	
Date *	