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WORLD EDUCATION

Job Announcement

Senior M&E Officer

World Education (WE) is an international not-for-profit organization dedicated to improving education and life outcomes. WE has been operating in Cambodia since 1991.

WE will implement the literacy component of the USDA McGovern-Dole funded Food For Education project. Under this four-year project (2023-2026), WE will work in the provinces of Kampong Thom and Siem Reap to assist the Cambodian Ministry of Education, Youth, and Sport (MoEYS) in its implementation of its new Komar Rien Komar Cheh early grade literacy package. WE will assist with teacher training and support for teacher mentoring and school-based management, distribute teaching and learning materials, and build the capacity of MoEYS at all levels.

WE/C is seeking qualified Cambodian nationals to fill the Senior M&E Officer position.

Senior M&E Officer (1 position based in Kampong Thom)

The position will be based in Kampong Thom province. He/she will be expected to travel frequently to oversee the project implementation. This position will report to the Project Manager and M&E Unit Manager.

This position will start in September 2023 and will end in September 2025.

JOB SUMMARY:

The Senior M&E Officer will work closely with the province-based project team in Kampong Thom and Siem Reap, as well as World Education's M&E Unit Manager based in Phnom Penh. The position will be responsible for all field-level monitoring, research and evaluation activities as well as data entry, data collection, and, to a limited extent, data compilation and analysis, and reporting. Duties will include tracking training participants in each province and reporting to the project indicator tracking system/performance monitoring plan. The Senior M&E Officer will assist the M&E Manager in data analysis, reporting, research and compilation of related communications materials.

Main Responsibilities and duties

- Work alongside the project team to ensure the collection of attendance data at all trainings, workshops, and meetings;
- Enter all data collected from trainings, workshops, and meetings through using the standardized spreadsheet, online/offline Kobo Toolbox, and database;
- Collect and store all provincial EMIS data and relevant educational data;
- Work with project team to ensure successful implementation of the performance monitoring plan based on each target province;

- Assist with the collection, analysis, and reporting on performance indicators for other team members and project counterparts;
- Work with the M&E Unit Manager to plan, organize and carry out all baseline and endline evaluations, as well as other research activities, and to compile, clean, analyze and narratively report on the resulting quantitative and qualitative data and findings;
- Support the Project Manager and M&E Unit Manager in the collection of data or information needed in the preparation of all reports to donors and relevant stakeholders; contribute to other project reports;
- Assist the project team to develop monitoring and/or evaluation tools, learning agendas, and track project progress to ensure timely delivery of outputs;
- Identify training needs and provide capacity building through training, coaching, and mentoring to other members of the team, MoEYS counterparts and education personnel at all levels, partners, and other relevant stakeholders in the implementation of M&E tasks;
- Support the project team, government counterparts in relation to use of new digital tools developed/used by World Education;
- As requested, provide and share all project data and information to stakeholders including relevant MoEYS department; Provincial Office of Education (POE), District Office of Education (DOE);
- Assist with the collection of information and writing up of case studies or success stories for the project that can highlight program impacts and justify the technical approach used by the program;
- Perform other tasks assigned by the Project Manager and M&E Unit Manager.

Qualifications and Required Skills

- Bachelor/Master Degree in Sociology, Education or relevant fields.
- Minimum three years of professional relevant experiences in M&E, preferably in the field of education and/or early literacy.
- Experience in development of data collection and monitoring tools and managing data collection in the field.
- Experience in using M&E database system for data entry, data collection, analysis, and reporting.
- Computer skills: Microsoft Word, Advanced Microsoft Excel, Microsoft Power Point, and related data collection tools such as Google Form, Tangerine, and Kobo Toolbox. Knowledge in statistical and data analysis software is a plus.
- Good communication skills and facilitation skills.
- Ability to listen and communicate well both verbally and writing in English and Khmer.
- Ability to analyze and interpret data.
- Willing to travel extensively to the project's sites.
- Ability to work independently and in multi-culture environment.

Strict compliance with Organizational Safeguarding Code of Conduct:

This position will entail having direct or indirect contact with children on occasion. This position must strictly comply with the employing organization's Child Safeguarding Policy. Any breach or failure to comply with this will be taken seriously and will result in disciplinary action.

This position will involve direct and indirect contact with children and therefore additional screening measures will be carried out, including the requirement to sign a Declaration of Prior Convictions and specific safeguarding questions being asked during interview and in reference checks.

Interested candidates should submit a cover letter and CV to HR division through email: mouykear_leng@kh.worlded.org Please be noted that any certificates will be not accepted at this time. Only short-listed candidates will be notified and called for an interview.

Contact detail: World Education Phnom Penh, No. 6, Street 388, Sangkat Toul SvayPrey1, Khan Boeung KengKang, Phnom Penh. Tel: 023 881 198/ 017 698 001

Closing date: August 31, 2023 by 5:00pm

World Education Cambodia is an Equal Opportunity, Affirmative Action Employer committed to workplace diversity. World Education is a child-safe organization, and the safety and well-being of children is a priority of our organization. We have robust recruitment procedures to ensure that all staff are suited to work with the children served by our programs.

Women and minority candidates are encouraged to apply.