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| **JOB TITLE: Senior Monitoring and Evaluation Officer (SMEO)** | |
| **LINE MANAGER:**  **Project Manager-Ethnic Minority Education (PM-EME)** | **GRADE: D** |
| **BUDGET RESPONSIBILITY: Up to USD$15,000** | **WORK LOCATION: Mondul Kiri, Field Office** |
| **TEAM: Ethnic Minority Women (EMW)** | |
| **INTRODUCTION**  CARE is an international development organisation fighting global poverty with a special focus on working with women and girls to bring sustainable changes to their communities.  CARE aims to tackle the underlying causes of poverty and social injustice and to bring lasting change to the lives of poor and vulnerable people.  Founded in 1945, today CARE works in over 90 countries around the globe. CARE has been working with Cambodians since 1973, with an office in Phnom Penh since 1991.  Today, CARE focuses on empowering particularly marginalised and vulnerable women in Cambodia, including urban women who are marginalised by occupation, rural women who are denied multiple rights, and women and girls from ethnic minorities.  CARE Cambodia’s Ethnic Minority Women (EMW) program works with women, their communities, their leaders and authorities to ensure ethnic minority women have their rights respected, their identity valued and equitable access to livelihoods and skilled jobs. | |
| **PURPOSE OF THE POSITION**  The SMEO will manage to conduct monitoring and evaluation activities including baseline, midline, endline assessment as well as undertake regular monitoring project activities following the agreed plan. The SMEO will also provide support and training and work closely with school directors, teachers, house parents, School Support Committees and students. as well as supervise the implementation and monitoring of project activities under **Ethnic Minority Education project (EME)**.  This position will also facilitate reflection and learning exercises with the project team and partners under the Provincail Office of Educataion, District Office of Educatong and school ddirector and Teachers target schools.  This position is based in Mondul Kiri with possible travel required to other sites. | |
| **MAIN RESPONSIBILITIES**  **PARTNERSHIPS AND NETWORKING**   * Organise relevant meetings/trainings with key professional networks amongst all stakeholders under this project; * Engage, liaise and maintain relationships with International Non-Government Organization (INGO) project partners, and other relevant stakeholders, representing CARE Cambodia at partner meetings and planning sessions; * Participate in relevant meetings and develop professional networks amongst all stakeholders, whether in Cambodia or in the field; * Provide clear explanations of the Project and CARE’s work in Cambodia to partners, communities and other stakeholders to build positive working relationships; and * Coordinate and participate in meetings with partners.   **PROJECT PLANNING AND IMPLEMENTATION**   * Develop quarterly work plans that are aligned to the annual project work plans and budget in order to meet the project activity deadlines; * Provide financial and narrative reports, tracking all financial transactions by assigned activity on monthly and quarterly bases and contribute to the writing of donor reports to a high standard; * Articulate ideas and contribute to the evolution of the EMEproject through provision of technical advice based on knowledge, experience and analysis; * Provide ongoing coaching to partners and donors; and * Maintain relevant learning and research related to malaria activities.     **MONITORING EVALUATION AND LEARNING (MEL)**   * Lead and coordinate evaluation and project data collection, analysis and reporting activities as required, including reviewing activities and evaluating their effectiveness; * Conduct project monitoring during field visits and ensure timely submission of field reports to the line manager; * Manage the tracking of students and student results in the project’s longitudinal study * Coordinate the self-administrated surveys, class room observation, and other data collection methods as designed by the project, compiling data, analysing, documenting and reporting for project manager and other relevant persons * Conduct assessment of changes to teachers’ and student’s knowledge of proposed methodologies such as constructivist learning, hands-on science, Life skill, Sexual Reproductive Health, Gender and Diversity from the baseline, midline and end line studies * Monitor progress through classroom observations, review of teacher logbooks, as well as midline and end-line assessments * Coordinate surveys to measure student engagement and change (Youth Leadership Index will be used for baseline and end-line data) * Participate in development of the curriculum by giving input in the development of the training workshops, lesson plans, resource products and teaching methodology; * Participate in and promote a safe and secure work environment; to foster a safety and security culture and ensure compliance with CARE Cambodia safety and security policies and procedures; * Participate in data collection for project evaluations, research and case studies; * Through the ICT Officer, monitor teacher use of ICT in education involving a combination of classroom observations and self-administered questionnaires to indicate improvement from baseline in all technology-assisted schools. * Prepare achievement testing of critical thinking skills indicating improvement from baseline and significantly better than comparison schools with no access to technology. * Monitor the electronic self-study career counselling services available to all adolescents in selected schools. * Participate in quarterly, mid-term, and annual reflection workshops; * Monitor project progress, activity results and implementation costs against planning to ensure that actions are implemented; * Liaise with and regularly debrief with partners and communities to ensure quality trainings and processes are implemented according to deliverables; * Document project activities, processes, emerging models and lessons learned; and * Assist in the preparation of donors and other organisation reports and presentations.   **TRAINING AND COORDINATION**   * Support the design and delivery of new training modules for rural and remote areas communities on topics related to the project * Maintain detailed records of training and meeting attendance and associated costs (travel, accommodation, per diem); * Produce reports on each training or meeting, including gender disaggregated data for training participants and their attendances, training contents and training objectives; and * Assist with the development, refinement, and compilation of technical training materials for labour rights activities.   **ADMINISTRATION**   * Prepare field travel plans, per diem requests, and other logistics in a timely manner and in-line with project budget; * Ensure that CARE financial, human resources, administrative, and procurement procedures and policies are followed; * Maintain accurate and detailed files of project related documents; * Participate in regular team meetings; and * Ensure systematic filing system for documents in sequential order and all files are placed in a secure place (to avoid unauthorised access of documents).   **OTHER RESPONSIBILITIES**   * To proactively participate in the APPA process including the annual appraisal, midyear review and regular 1:1 meeting, ensuring that the APPA process (including the paperwork) is an integral component of Annual Work Plans and activities; * Engage in emergency preparedness, assist in emergency response as required; * Promote a safe and secure work environment; foster a culture of safety and security awareness and consistently follow all CARE safety and security policies, procedures and directives; * Demonstrate an understanding of gender equality and women’s empowerment and a commitment to CARE’s approach and values including ethnic diversity and cultural sensitivity; * Uphold and promote CARE’s commitment to Child Protection and the Protection from Sexual Harassment, Exploitation and Abuse; and * Comply with CARE Cambodia’s Financial, Human Resources and Operational requirements, foster strong communication between operations and programs teams and uphold high standards of honesty and integrity in personal conduct. | |
| * EXPERIENCE AND QUALIFICATIONS * Minimum Bachelor Degree in Public Health, Community Development, Statistics, or equivalent and/or minimum 3 years’ relevant work experience in communicable diseases, preferably with an International Non-Government Organisation (INGO) and/or private company; * Proven experience in managing development projects, including budget management; * At least three years of relevant experience in Monitoring and Evaluation. Experience in M&E training, research and analysis experience in social science is preferred. * Proven skills and experience in facilitating training and capacity-building, including an understanding of adult learning principles, development of IEC/BCC materials; * Demonstrated experience in following standard policies, procedures and processes and ensure the implementation of basic standard transactions; * A willingness to learn about CARE, gender equality and women’s empowerment activities; * Demonstrated good interpersonal skills, sound judgment, planning, problem solving, critical thinking and team building skills; * Demonstrated organisational and time management skills and ability to work under pressure and to meet deadlines; * Demonstrated characteristics in honesty, reliability, integrity with the ability to maintain confidentiality; * Excellent communication skills in Khmer and very good oral and written English * Very good in Microsoft Office with knowledge in Microsoft Word and Excel and intermediate numeric skills. Ability to develop or design advanced excel or other database programs is an advantage. | |
| **APPROVED BY:**  **Date:**  **Signature:** | **ACCEPTED BY:**  **Date:**  **Signature:** |