
Job Description Monitoring, Evaluation and Learning Officer

ABOUT US

With more than 30 years of experience, Cowater is Canada's global leader in management consulting services specializing in international development. Cowater is managing the Australia-Cambodia Cooperation for Equitable Sustainable Services (ACCESS) Program. ACCESS is a three-year (2018-2021) Australian Government initiative to improve the sustainability, quality and inclusiveness of services for persons with disabilities and for women affected by gender-based violence (GBV) in Cambodia. ACCESS reflects Australia's strong commitment to supporting human rights, gender equality and disability-inclusive development in our region. ACCESS works in partnership with the Royal Government of Cambodia to support the implementation of the National Action Plan to Prevent Violence Against Women (NAPVAW) and the National Disability Strategic Plan (NDSP).

SUMMARY OF POSITION

Cowater International Inc. is recruiting a **Monitoring, Evaluation and Learning (MEL) Officer** to support a DFAT- Australia funded development initiative in Cambodia, which aims to improve budget processes and increase the accessibility of services for persons with disabilities and for women affected by gender-based violence (GBV).

Reporting to the Monitoring and Evaluation Manager, the MEL officer will undertake a critical role in the core program team to ensure that implementation of program activities is timely and assured of quality, contributions from implementing partners and lessons from the program are captured and disseminated to program stakeholders and other development partners, in order to contribute to improved global GBV and disability programming.

KEY RESPONSIBILITIES

- Manage and implement collection of routine monitoring data from ACCESS Implementing Partners (IPs), the program and other external sources that are of value for program monitoring.
- Provide capacity building support to implementing partners to collect data and input the data into the ACCESS Management Information System (MIS)
- Plan and implement monitoring visits to activities implemented by partners and the program and provide inputs for improvements.
- Coordinate and take lead on the implementation of the periodic updating on political economy
- Coordinate and assist the MEL Manager in program planning and reporting
- Plan, draft, review and/or revise Terms of Reference for assessments and studies
- Coordinate for, participate in and provide inputs to and report on reflection workshops

- Coordinate with Program Technical Teams to interpret results from surveys, evaluations, studies and reports to identify lessons to be publicized;
- Coordinate with local MIS consultant to periodically review the technical aspects of Program's MIS (Amelia) to ensure full and smooth functionality;
- Implement interactive joint-learning activities, networking events and conferences, as required.
- Undertake and/or participate in any other monitoring and evaluation or knowledge management related tasks, as directed by the Monitoring and Evaluation Manager or Team Leader.

JOB REQUIREMENTS

Education:

- Postgraduate qualification in social sciences, Gender or Development Studies or another relevant field.

Minimum Experience:

- Minimum 6 years of experience planning and implementing MEL portfolio and activities, with a focus on demonstrating and documenting impact, efficiency and relevance.

Essential Skills:

- Familiarity with working with donor-funded programs and government;
- Experience in establishing and managing professional relationships with RGC institutions, CSOs, bi- and multi-lateral agencies;
- Understanding of development, poverty and/or issues of inclusion is an asset;
- Strong knowledge of, and/or prior experience working in, the disability and GBV sectors within the development context;
- Demonstrated ability to plan, formulate and solicit inputs for studies and assessments
- Ability to work collaboratively in a team environment, delivering quality within given timeframes;
- Open-minded, familiar working with people from diverse backgrounds; and
- Strong English and Khmer language skills, both written and spoken.

Job Location : Phnom Penh, with travels to the provinces depending on job requirement

Schedule : Full-Time

Salary : As per experience and salary grid

Closing Date : September 11th, 2020

How to apply : Please send your cover letter and CV to jobs@accesscambodia.org and call to 012 876 549 if you have any question regarding to the application.

Cowater International Inc. promotes equal opportunities for all. We welcome and encourage applications from women and from persons with disabilities. Candidates are encouraged to apply before the closing date provided as applications will be assessed as they are received. Only applicants shortlisted for interview will be contacted.