

**Wildlife Conservation Society (WCS)  
Cambodia Program**

**JOB DESCRIPTION**

Name : .....  
Position : Monitoring and Evaluation (M&E) Officer  
Project : Keo Seima Landscape  
Duty station : Mondulkiri Province  
Report to : National Monitoring and Evaluation Manager

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**BACKGROUND:**

The Wildlife Conservation Society, founded in 1895, has the clear mission to save wildlife and wild places across the globe. WCS's goal is to conserve the world's largest wild places in 16 priority regions, home to more than 50% of the world's biodiversity. We currently manage about 500 conservation projects in more than 60 countries.

WCS has been working in partnership with the Royal Government of Cambodia since 1999, providing technical advice and support for the conservation of key habitats and species across the country.

The WCS Cambodia program is growing rapidly! We are expanding our family and are looking for applications from qualified candidates to fill the Monitoring and Evaluation Officer for supporting M&E tasks in Keo Seima landscape. WCS has multiple donors funded to Keo Seima Wildlife Sanctuary (KSWs) for implementing different activities to conserve forest and protect wildlife as well as contributing to sustainable development of indigenous and local communities in and around KSWs.

**PURPOSE OF POSITION:**

To track progress and impact in terms of the KSWs program's M&E, the M&E Officer will work collaboratively and fruitfully with the National M&E Manager, National M&E Coordinator, M&E staff members stationed in Phnom Penh, on top of those program staff working at the provincial level. The M&E Officer will permanently work in MDK with circumstances to travel to Phnom Penh for occasional M&E events (M&E training courses, workshops, etc.). The incumbent makes sure that all relevant records and documents as a result of program activities are collected and stored in the KSWs M&E Database and Activity Management Database developed for the same landscape program. In coordination with WCS staff and subgrantees in Mondul Kiri and Phnom Penh, she or he will collect, review, enter, and track the data for program activities and results in the KSWs M&E and Activity Management Database Systems. She/he will also provide capacity building and on-going support in the form of demonstration, coaching and follow-up to the KSWs program's staff involved in use of the KSWs Activity Management Database for work planning, management and reporting. Furthermore, She/he will engage in M&E field activities for additional data collection, data quality assessments, and other assessments for learning, sharing and adaptation.

**DUTIES AND RESPONSIBILITIES:**

- Provide capacity building and on-going technical support to KSWs program staff involved to enable successful use of the KSWs Activity Management Database for activity work planning, management and reporting.
- Work with the KSWs program's teams to review all activities added to the KSWs Activity Management Database to ensure all relevant information and supporting documentation for each activity is sufficiently and timely available from the planning process to the reporting process.
- Closely monitor the progress of work planning and activity implementation in the KSWs Activity Management Database based on the addition and reporting of activities in this system derived from the program's annual and monthly work plans.
- Notify all relevant staff and their team leaders of outstanding activities in the KSWs Activity Management Database which must be completed and submitted on this platform with all relevant and sufficient information and supporting documents in a timely manner. Follow up with all staff and team leaders concerned with this work when applicable.

- Work closely with Field-Based Program Officers, Field-Based Team Leaders and other staff to collect all relevant records and supporting documents for the entry of activities, participant data, outcome data and supporting documentation into the KSWS M&E Database.
- Develop an appropriate filing system for the supporting documents of each activity implemented and recorded in the KSWS Activity Management Database before uploading them to the KSWS M&E Database.
- Clarify data and supporting documents with Field-Based Program Officers, Field-Based Team Leaders and other staff concerned when needed. This is supposed to begin before inputting activity records into the KSWS M&E Database.
- Conduct data entry to add activities, participant names, outcome data and supporting documents to the KSWS M&E Database, based on tracking tables, fields and automated features integrated into this platform.
- Clean up and revise entered data in the M&E Database, when relevant or applicable, after it is reviewed and commented by the National M&E Coordinator and National M&E Manager.
- Productively work with all relevant staff, including field-based team leaders and the landscape management team, to make sure that all M&E form tools are used properly for data collection and collation.
- Provide the KSWS program's teams with updates on the current M&E form tools and databases when relevant.
- Provide constructive feedback on data quality issues to KSWS staff through official meetings and/or one-on-one discussions.
- Provide inputs to assist with the formulation of the M&E team's annual and monthly work plans and their execution.
- Participate in M&E field activities, such as additional data collection, data quality assessments, and rapid assessments for learning, sharing and course correction.
- Regularly participate in the KSWS program's monthly meetings and other meetings to bring up M&E agendas for discussions, updates, and solutions.
- Engage in additional tasks assigned by the National M&E Manager and/or National M&E Coordinator.
- As well any and all other work assignments, duties, and/or functions as WCS or its management may designate or instruct in the course of its operation, which may include assignments, duties, and/or functions that vary from the above.

#### **QUALIFICATIONS AND EXPERIENCE:**

- Bachelor's Degree in Administration, Information Management, Environment or other relevant academic background.
- Extensive technical knowledge of project M&E is an essential requirement.
- Considerable knowledge of project cycle management is a great advantage.
- 3 to 5 years' experience in implementing M&E as a minimum requirement.
- Experience in design of M&E systems is an asset.
- Experience in data collection and especially managing data collection in the field from multiple teams and projects.
- Experience in using and managing M&E database systems for data entry, analysis, monitoring, and reporting.
- Experience working on environmental conservation, or community development projects. Although not required, having this background would be advantageous.
- Capacity to produce high-quality briefs and reports in both Khmer and English.
- Good communication skills and strong facilitation skills.
- Effective coordination skills to engage all relevant staff and partner NGOs in the M&E process and activities.

- Ability to work under pressure environment with solutions and adaptation.
- Good English communication skills, oral and written.
- Willing to take initiative.
- Willing to travel extensively to the project's sites.