

Wildlife Conservation Society (WCS)
Cambodia Program

JOB DESCRIPTION

Name :
Position : Monitoring and Evaluation (M & E) Officer
Project : Keo Seima Landscape
Duty station : WCS Phnom Penh (55%) and Mondulkiri office (45%)
Report to : National M&E 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 works 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 project progress and impact in relation to the project's M&E plan, the M&E Officer will work collaboratively with the National Monitoring and Evaluation Manager and Senior Monitoring and Evaluation Officer stationed in Phnom Penh. Each month, the M&E Officer will work 7–10 days in MDK and the remaining time in Phnom Penh. This work schedule may be adjusted in response to the project's needs and requirements. The incumbent makes sure that all relevant documentation is collected and stored in the Airtable system (M&E database). In coordination with WCS staff, partners, and subgrantees in Mondulkiri and Phnom Penh, she or he will collect, enter, and track data in the M&E system. She/he will also provide capacity building and on-going support to the KSWS project's staff involved in use of the Asana system (Activity Management Database) for activity planning, management and reporting. Furthermore, She/he will engage in M&E field activities for additional data collection, data verification, assessments and learning.

DUTIES AND RESPONSIBILITIES:

- Work closely with Field-Based Program Officers, Field-Based Team Leaders and other staff to collect all project relevant records and supporting documents for the entry of activities, participant data, outcome data and supporting documentation into the Airtable system (M&E database).
- Develop an appropriate filing system for the supporting documents for each individual activity implemented before uploading them to the Airtable system (M&E database).
- Clarify data and supporting documents with Field-Based Program Officers, Field-Based Team Leaders and other staff involved when needed. This is supposed to begin before inputting the data into the Airtable system (M&E database).
- Conduct data entry to add activities, participant names, outcome data and supporting documents to the Airtable system (M&E database), based on tracking tables integrated into this platform.

- Clean and revise entered data in the Airtable system (M&E database), when relevant/applicable, after it is reviewed by the Senior M&E Officer and National M&E Manager.
- Notify the relevant staff of outstanding activities in the Asana system (Activity Management Database) which must be completed and submitted in this platform in a timely manner.
- Provide capacity building and on-going technical support to project staff to enable successful use of the Asana system (Activity Management Database) for activity planning, management and reporting.
- Collaboratively work with all relevant staff, including field-based team leaders and the landscape management team, to make sure that all M&E tools are used properly for data collection and collation.
- 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 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.
- Engage in additional tasks assigned by the National M&E Manager and/or Senior M&E Officer.

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.

- 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.
- Experience in using/managing M&E database systems for data entry, analysis 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 the relevant staff in the M&E process and tasks.
- Good level of proficiency in Windows Excel and quantitative analysis.
- Ability to work under pressure environment.
- Good English communication skills, oral and written.
- Willing to take initiative.
- Willing to travel extensively at the project's sites.