Wildlife Conservation Society (WCS)
Cambodia Program

JOB DESCRIPTION

Name	:	TBD
Position	:	Monitoring and Evaluation Assistant (NPL REDD+)
Project	:	NPL & KSWS REDD+ Landscape Programs
Duty station	:	WCS Phnom Penh (with travel to target provinces when assigned)
Report to	:	National M&E Coordinator

Organization Background:
The Wildlife Conservation Society (WCS) is a US non-profit, tax-exempt, private organization established in 1895 that saves wildlife and wild places by understanding critical issues, crafting science-based solutions, and taking conservation actions that benefit nature and humanity. With more than a century of experience, long-term commitments in dozens of landscapes, presence in more than 60 nations, and experience helping to establish over 150 protected areas across the globe, WCS has amassed the biological knowledge, cultural understanding, and partnerships to ensure that vibrant, wild places and wildlife thrive alongside local communities. Working with local communities and organizations, that knowledge is applied to address species, habitat, and ecosystem management issues critical to improving the quality of life of poor rural people whose livelihoods depend on the direct utilization of natural resources.

Job Summary:

To track project progress concerning the Northern Plains (NPL) and Keo Seima Wildlife Sanctuary (KSWS) work plans and M&E frameworks, the M&E Assistant works closely with the M&E team and relevant landscape staff. Based in Phnom Penh with travel to target provinces for fieldwork when assigned, this position provides dedicated support to the NPL program to help free up our existing M&E staff members. Additionally, the role will support existing M&E staff in charge of the KSWS program by handling data entry and management within the KSWS project databases and M&E systems. Overall, the position is responsible for collecting project records, managing documentation filing, conducting data entry and cleaning within project databases, and coordinating monthly data verification and follow-ups with field teams to ensure data accuracy, consistency, and completeness.

Duties and Responsibilities:

- Collect project records and supporting documents, including required M&E forms, from project field teams.
- Develop appropriate filing systems for supporting documents before uploading them to the databases to attach to each activity record.

- Clarify data and supporting documents with project staff involved when needed.
- Enter project data and evidence into the project's database and M&E systems.
- Clean and revise the entered project data and evidence in the databases.
- Participate in monthly meetings between the M&E team and project field teams to review activities, data, and supporting documents in the databases (including M&E bases) to ensure all implemented activities and their evidence are sufficiently and correctly recorded in the systems.
- Follow up with project field teams on the collection of data and supporting documents.
- Provide constructive feedback on data quality issues to project field teams and take appropriate action.
- Participate in M&E field activities, such as additional data collection and training sessions, when assigned.
- Assist with additional tasks requested by the M&E team.

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:

- Associate or bachelor's degree in information management, environmental science, or another relevant academic background.
- 1 to 2 years of experience in implementing M&E as a minimum requirement.
- Experience in data collection, especially managing data collection in the field from multiple teams and partners.
- Experience in data entry into database systems.
- Background working on environmental conservation or community development projects (advantageous, though not strictly required).
- Good communication and facilitation skills.
- Good proficiency in Windows, Excel, and quantitative analysis.
- Good English communication skills, both oral and written.
- Willingness to take initiative.
- Willingness to travel to project sites.