



## JOB DESCRIPTION

<b>Position Title</b>	Project M&E Officer (the monthly salary will be paid as lump sum including tax)
<b>Type of Contract</b>	Service Contract, full-time assignment (one year with renewable)
<b>Starting Date</b>	1 July 2016
<b>Reporting to</b>	Project Manager
<b>Duty Station</b>	Ministry of Interior, Cambodia
<b>Name of Programme/Project</b>	School of Governance Project

### 1. BACKGROUND OF PROJECT

The Royal Government of Cambodia's Rectangular Strategy Phase III sets Good Governance as a core pillar for the reform agenda, where anti-corruption is a forefront. Amongst other commitments, the Ministry of Interior has developed the National Programme for Sub-National Democratic Development (SNDD), which aims at strengthening institutional capacity of the sub-national administration to provide public services more effectively.

Transparency International Cambodia, a leading civil organization in promoting transparency, accountability, integrity and anti-corruption in Cambodia, signed a Memorandum of Understanding (MoU) with Ministry of Interior on 15 January 2016 in an aim of supporting reform agenda of Government, particularly in building institutional capacity of the national and sub-national administrations on good governance, accountability, anti-corruption and integrity through an initial period of 2016-2020 project.

The objectives of the project is to set a School of Governance (SoG) which is considered a contribution to support building capacity of public officials and human resources in Cambodia for both short-term and long-term goals. The immediate goal of the project are to i) build foundation of the school of governance and capacity of Mol's trainers on related subjects such as good governance, transparency, accountability and integrity as well as necessary tools/application, and ii) provide trainings to public service providers in order for them be able to respond to the need of publics, especially effective service delivery.

#### Main Objectives of SoG establishment

1. Establish School of Governance through reliable, responsive and qualified training services and professional academic programme in the field of good governance, integrity.
2. Conduct Training of Trainers (ToT) and Administrative Management Courses for the purposes of administering and managing both the National Institute for Sub-National Administration and Management and the Regional School of Local Administration at the provincial level
3. Drawing from the capacity needs assessment, design and develop programme which respond to the need of increasing public service delivery effectiveness.

To support implementation of the project, it's required that a full-time project M&E Officer is needed in order to support the project team and project implementation.

## 2. OVERALL RESPONSIBILITY

The Monitoring and Evaluation Officer (M&EO) will work under the direction and supervision of Project Manager. M&EO has a key role as a supportive position and carries the significant responsibility to be a technical support resource for the School of Governance project to ensure that the SoG has sufficient documents to assess the training need for certain capacity building program, assess the result of training program, and measure outcome and impact of capacity development program both national and sub-national level.

M&E Officer is responsible for developing the cross cutting Monitoring and Evaluation for Learning framework of the School of Governance project to ensure the learning/training objectives will be reached the project goal and developing sound M&E system, mechanism, tools and materials for measuring progress towards these objectives.

He/she will contribute to ensure harmonized systems and processes of project implementation through develop planning, organizing, leading and controlling. Develop reporting system by using M&E result-based approach.

## 3. SPECIFIC RESPONSIBILITY

### ❖ *Project Management and Coordination*

- Assist Project Manager in development of project work plan and reports.
- Assist the Project Manager and relevant project staffs to prepare and submit project monthly report, quarterly, semi-annual and annual narrative reports in a timely manners.
- Assist the Project Manager and relevant project staffs to keep and maintain an effective and efficient documentation filing system.
- Gather documents from existing & similar projects, especially lessons learned
- Compile, distribute, use documents at both Admin and Project levels to improve current and future school project.
- Develop strategic programmatic planning including how to better coordinate between project stakeholders and utilize lessons learned and resources.
- Provide administrative and finance support of the project.
- Provide back-up technical support to project staffs in the project.
- Assist the team in designing and conducting research or survey.
- Perform other duties as required by Project Manager and associate TI and Mol teams.

### ❖ *M&E and Database Management*

- Assist Project Manager in establishing M&E Learning programmatic procedures for tracking project data (outputs, outcomes, efficiency and impact)
- Assist Project Manager to develop M&E tool for project and future school
- With guidance of Project Manager, work with school management team to identify the best methods for project monitoring, evaluation and learning, and assess the impact
- Assist Project Manager in preparing necessary documents to conduct regular meeting of Monitoring and Evaluation
- Develop the questionnaires of Baseline/midterm/final surveys.
- Plan, organize and conduct training on methodology of survey activity implementation.
- Draw lessons-learned for sharing among School of Governance projects staffs and relevant stakeholders.
- Work with TI Cambodia on M&E and Database update.

#### **4. Required Skills and Experiences:**

- The M&E Officer must have a minimum of 3-4 years of project monitoring and evaluation for learning experience and substantial experience in other related areas including training program management, leadership.
- Proven experience in strong coordinative skills, knowledgeable on good governance, social accountability, democratic governance and development both at national and sub-national level.
- Proven experience in conducting participatory action research and study program
- Must have highly developed computer skills in (Microsoft Office) word processing, desktop publishing, and spreadsheets.
- Proven experience in good communication (English and Khmer) speaking and writing skills are essential in order to effectively carry out the required duties.
- The M&EO must be highly organized, self-motivated, and able to prioritize and carry out advanced management responsibilities with minimal supervision or guidance.
- He/she must be responsible, proactive, and able to take initiative and follow strict time schedules while maintaining high quality work output.
- Working under pressure of line management levels

#### **5. QUALIFICATION & EXPERIENCES**

##### **a. Education**

- Master/Bachelor or equivalent degree in Social Science, Population and Development Studies, Good governance, and Public Policy,
- Degree or certificate in Leadership, Project Management is an advantage

##### **b. Knowledge, Experiences and Skills**

- At least 6 years of public-interest work experience and a minimum of 5 years project management experience, preferably in the field of good governance, social accountability, D&D reform, Democratic Development.
- Proved good knowledge and practice of M&E, surveys and research.
- At least 5 years of experience in developing, designing and implementing capacity building program, and Participatory Action Learning program is desired.
- Experience and knowledge in working with the government agencies at all levels, development partners, private sector and civil society.
- Demonstrated high qualification of leadership, facilitation and coordination.
- Experience in providing assistance and support in evaluation and performance monitoring.
- Proven experiences in planning, implementing and monitoring projects and demonstrated ability to manage and motivate staff under supervision.
- Excellent communications and interpersonal skills, including the ability to build and maintain relationships with people from diverse backgrounds.
- Sound knowledge of and commitment to the promotion of integrity, good governance and anti-corruption.
- Ability to work independently, under pressure and with high level of commitment to ensure all outputs are satisfactorily achieved on time and to a high standard; and
- Fluent in English and Khmer with a proven ability to communicate both verbally and in writing.

##### **c. Key Competency**

- Strong analytical skills,
- Knowledge of M&E development and management
- Communication and facilitation skills,
- Strong interpersonal skills and ability to work in a team and commit to the ToR,

- Understand the working environment and context of all stakeholders including government and DPs and CSO,
- Understand government reform agenda, especially Good governance in public service delivery at the sub-national level.