

Job Announcement

Caritas Cambodia is an International Non-governmental Organization working in eleven provinces of Battambang, Siem Reap, Kampong Thom, Kampong Cham, Kandal, Takeo, Preah Vihear, Monduliri, Kratie, Stung Treng and Rattanakiri provinces in Integrated Community Development, Sustainable Agriculture, Community Health, HIV/AIDS, Prison, Prevention Eye Care, Community Based Disaster Preparedness, Emergency Response and Rehabilitation, Climate Change and Adaption, Right Based Approach, Advocacy, Gender & Anti-Trafficking, Vocational Skills Development for Youth Development, Friendly Vocational Skills Development for Young Women and Young Mother with Children, and Centre for Child and Adolescent Mental Health. Caritas Cambodia is currently seeking 1 qualified and motivated **National Candidate** to fill in the position of:

1. Program Officer-Assistant Provincial Director (1 Position based in Siem Reap Office.

The Siem Reap Program Officer- Assistant Director, will assist the Director in all aspects of program implementation, with specific responsibility for management of the programs' monitoring and evaluation system.

The primary focus will be for the New Inclusive Livelihood Program at 50% of the time and the other 50% of time for other programs of CC in Siem Reap. He/she will work closely with the various Departments of CC National Office in Phnom Penh, especially with the PME Department and the National Program Coordinator of the Inclusive Livelihood Program.

Main Responsibilities:

- Assist in design and set up of a monitoring and evaluation system for the Caritas Cambodia Inclusive Livelihood program of Siem Reap and other programs in coordination with the PME National Office, National Program Coordinator and SRP Programs Director.
- Provide consistent monitoring of the projects to ensure donor accountability standard.
- Conduct continual monitoring of effective use of resources through the projects to ensure all grants requirements adhered to and provide feedback to National Office.
- Develop M&E tools for program monitoring and reporting including developing criteria for measuring impact of the Inclusive Livelihood program in coordination with the PME Department of National Office and use the MIS tools already developed by the PME national office for other programs.
- Assist the Projects Managers to conduct the data collection of their project activities and assist in data analysis and reporting.
- Assist the Project Managers to prepare report schedule to ensure draft reports from Siem Reap Office are submitted within deadlines to National Office

- Review and finalize draft reports prepared by Project Managers (quarterly, semi-annual, annual).
- Provide technical support and training to Project Managers and project staffs in implementation of M&E activities as appropriate.
- Conduct reviews of the MIS tools already existing with Projects Managers and staffs.
- Participate in designing M&E plans with National Office and SRP Provincial Programs Director and provide assistance in the creation, compilation and writing the operational plans and maintain M&E system.
- Assist the SRP Provincial Programs Director in the development of grant proposals to major donors with the programs/projects managers and ensure proper data for proposal development.

Qualifications:

- University degree in Social Science, Rural Development or other equivalent skills and knowledge gained through working with INGOs.
- At least 3-5 years' experience in Community Health and Community Development for improved livelihoods (food security, income generation, vocational training, health, social inclusion, participation and empowerment) activities, preferably at management level.
- Experience in Planning, Monitoring and Evaluation, including development of M&E systems and tools, data entry formats, data analysis and reporting.
- Demonstrated knowledge of qualitative and quantitative data collection methods
- Ability to collect data, analyze, prepare baseline survey questionnaire and reporting.
- Good interpersonal and communication skills.
- Computer proficiency (MSWord, Excel, Power Point, Internet, and E-mail) knowledge of computer programming, database and statistic is a plus.
- Excellent written and spoken English and Khmer.

**The applicants currently based in Siem Reap and surrounding provinces
are encouraged to apply**

Interested candidates are requested to submit an updated CV, Cover letter and Caritas Application Form **by 19th April 2019 at 5.00pm to Caritas Cambodia in Siem Reap**, at Lauk Taneuy street, Wat Bo village, Salakamroeuk, Siem Reap Province, Tel: 063 963 279 during working hours from 7.30 to 12.00 am and from 2.00 to 5.00 pm or by E-mail: glisse.bernadette@caritascambodia.org. Only short-listed candidates will be contacted for an interview.

**Kindly do not attach documents and certificates by e-mail.
Qualified women are strongly encouraged to apply.**