Job Vacancy (Re-Announcement)

The Cambodian Center for Human Rights (“CCHR”) is a non-aligned, independent, and non-governmental organization that works to promote and protect democracy and respect for human rights – primarily civil and political rights – throughout the Kingdom of Cambodia, is seeking a dynamic and professional individual to fill the following position for “the Protecting Fundamental Freedoms, Land and Natural Resources in Cambodia Project” (“PFFLN”) based in Phnom Penh for a period from November 2023 to September 2028.

**Position:** Monitoring and Evaluation Officer

**Salary:** USD 745 to USD 902 per month depending on qualifications and professional experience and with other benefits.

**Key Responsibilities**

- Implement the project MEL plan to measure specific project targets ensuring timely delivery of outputs with quality;
- Monitor and keep track of the progress of the project as stated in the performance indicators tracking table and MEL plan;
- Develop M&E data collection tool system and regularly collect M&E data from the project team for entering into the system;
- Review, verify, and analyze data and information collected from the project team;
- Document and compile the project outcome/impact, lessons learned, and success stories collected from the project team;
- Compile and consolidate the draft report for quarterly/annual and completion reports;
- Assists the project team develop standard monitoring tools for quarterly/annual reports, and learning agenda, and track the project progress to ensure timely delivery of outputs;
- Plan and conduct field visits/monitoring when needed.
- Work with the Program Director in preparing narrative reports for donors; and
- Carry out other tasks assigned by the supervisor/organization.

**Requirements**

- University degree (or equivalent) in social sciences, management, development, monitoring and evaluation or a related field;
- At least 2 years of experience in implementing M&E, including data collection and collation.
- Experience in the development of data collection and monitoring tools and especially managing data collection in the field
- Experience in using/managing M&E database systems for data entry, data collection, analysis, and reporting.
- Experience in writing and compiling the project impact, lessons learned, and success stories.
- Proven ability to produce concise written reports both in Khmer and English;
• Demonstrated interest in human rights works;
• Fluency in written and spoken Khmer and English;
• Knowledge of human rights and a good grasp of the social and political situation in Cambodia
• Strong computer literacy (including working knowledge of Microsoft Office Suite, Internet usage, and e-mail);
• Be able to work independently and in a team with high levels of responsibility;
• Be able to share knowledge and experiences of work within the teamwork; and
• Strong interpersonal skills and ability to work under pressure on challenging and sensitive issues;

Submission of Applications

Interested candidates are invited to submit CVs and letters of interest to our office address: #798, Street 99, Sangkat Boeung Trabek, Khan Chamkamorn, Phnom Penh, Phone number: 023 726 901 or via email at vacancy@cchrcambodia.org with indicate the application title/email subject: “Application for M&E Officer”.

The deadline for application is 28 June 2024, at 12:00 noon Cambodian Time.

Note:
• Cambodian citizens are strongly encouraged to apply for this role - as part of our mission to promote and protect democracy and human rights in Cambodia, CCHR works to empower Cambodian citizens.
• CCHR is committed to achieving workplace diversity, and women, LGBTIQ individuals, indigenous groups, minority groups, and persons with disabilities are encouraged to apply. All applications will be treated confidentially.
• Only shortlisted candidates will be contacted for an interview.
• Application is free of charge.

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