



Damnok Toek (Goutte d'Eau Cambodia)
To assist vulnerable children and their families

Job Announcement

Monitoring and Evaluation Officer (M&E Officer)

Damnok Toek (DT) is looking for a dynamic individual to pursue the M&E Officer Position. Damnok Toek is a local NGO working in Cambodia since 1997 and with the aim of enabling vulnerable and marginalized children, youth, and their family **to have all of their basic needs met and their rights respected**. Damnok Toek is supporting street children, children with disabilities, and children victims of trafficking/unsafe migration. Damnok Toek has projects in Poipet, Neak Loeung, and Kep.

The purpose of this position is to ensure the well-functioning of the M&E work of Damnok Toek and to provide ongoing support to program staff. M&E Officer is ensuring the M&E of project "Protection and Rights for Children in Cambodia (PaRC - Cambodia)" under EU and Caritas Switzerland (CaCH) financial support and other projects of Damnok Toek. The position will contribute to effective project results of Prevention, Protection and Reintegration. Damnok Toek will transfer its data to the Online Case Management system in 2021 and the M&E Officer will be the focal point in the NGO and will be trained, if needed, to provide inputs and overview the transfer of the data to the new data collection system.

Location: Phnom Penh Capital and frequently travel to provinces.

Report line: This position is reporting to the **Operational Director**.

Closing date: 10 January 2021

• **Role and responsibilities**

- Support project/program staff on ways to properly document, organize and capture data;
- Develop and strengthen monitoring and evaluation procedures;
- Provide training to program staff in Poipet, Kep, Neak Loeung on data collection, analysis, and timely report on indicator;
- Perform regular field visits to ensure the quality of data collected by programs and to verify the accuracy of reported data;
- Provide inputs, information and statistics for quarterly, annual and other reports;
- Update the data collection system;
- Monitor and evaluate overall progress on achievement of results;
- Provide feedback to the Operational Director on project strategies and activities;
- Entering data and ensure the quality data of children recording in case management database;
- Develop and conduct students/children/staff surveys;
- Write case study;
- Complete other duties as assigned by the Operational Director.

Position requirement/qualification

- At least Bachelor Degree in relevant field
- At least 2 year experiences in a similar position. Previous experience work in NGO and especially grass root organization is plus;
- Experiences in design data collection tools i.e. database, survey;



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- Knowledge of online case management system, KoBo collect or other data collection system is a distinct advantage;
- Experiences in conducting small surveys;
- Fluency in written and spoken both Khmer and English;
- Strong Facilitation skills;
- Honest and positive attitude, Working as a team member, Ability to work under pressure, Interpersonal communication skills;
- Computer literacy--MS Office, Email, Internet, be able to use statistical software is a plus;
- Comply with the Child Protection Policy and no prior offence in regard to children.

Interested candidates are required to send your updated CV and cover letter with your expected salary to admin_hr@damnoktoek.org before 10 January 2020.

Only shortlisted candidates will be notified. For further information about the organization, visit our [website](#) or follow us on [Facebook](#) and [Instagram](#).