

**WWF-Cambodia**

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JOB DESCRIPTION

Position title	:	M&E Officer, WWF-Cambodia
Directly reports to	:	Project Manager, WWF-Cambodia
Technically report to	:	M&E Coordinator, WWF-Cambodia
Location	:	EPL Office, Monduliri Province, Cambodia

Position Summary:

The USAID Wildlife Sanctuary Support Program (WSSP) Project will have a focus in Cambodia's Eastern Plains Landscape, where activities will continue to build on U.S. investments and lessons learned from previous activities. Activities will focus on the improved management of Eastern Plains with a range of appropriate activities taking place at the sub-national level along with strategic investments at the national level with various ministries and institutions. This comprehensive activity will focus on biodiversity conservation, strengthening the governance and policies related to the Eastern Plains, and increase sustainable economic growth at the sub-national level.

The M&E Officer, under direct supervision of Project manager, will be responsible for ensuring that the project has good M&E Plan and system in place for sound monitoring, tracking and reporting on project implementation. The M&E Officer will also provide capacity building to landscape team on M&E related matters to ensure that everyone understands about the M&E system and requirement, and provide the M&E inputs in support to the success of the project

I. Major Responsibilities:

1. Head the development of a comprehensive M & E Plan and System at the start of the project;
2. Works closely with relevant technical staff to prepare program baseline data including organizing field surveys, and collecting, analysing and storing data;
3. Work with stakeholders in monitoring and analysing data, and ensuring effective communication of results to key audiences;
4. Lead M&E capacity building activities for stakeholders and project staff as required;
5. Support the USAID WSSP Project Manager in designing and tracking of work plans;
6. Coordinate, through a consultative process, the tracking of the specific tasks, activities, results and objectives that the USAID WSSP Project will deliver;
7. Contribute to program management through timely processing and dissemination of M&E findings and best practices to facilitate evidence-based planning, learning and program decision-making;
8. Contribute to the preparation and timely submission of technical reports; and

President: Yolanda Kakabadse
Director General: James P. Leape
President Emeritus:
HRH The Duke of Edinburgh
Founder President:
HRH Prince Bernhard of the Netherlands

Registered as:
WWF-World Wide Fund For Nature
WWF-Fondo Mondiale per la Natura
WWF-Fondo Mundial para la Naturaleza
WWF-Fonds Mondial pour la Nature
WWF-Welt Natur Fonds
Also known as World Wildlife Fund

9. Undertake periodic review of the implementation and operation of the monitoring and reporting mechanism; including the preparation of best practices and lessons learned.

II. Requirements:

Education and Experiences:

- University degree, at least Bachelor's Degree in Environmental Sciences or a comparable field of study;
- Advanced training in M & E;
- At least 3 years working experience in M&E related environmental issues and/or international development context;
- Experience with practical field implementation of natural resource management and related result-based management oriented monitoring system;
- Knowledge of program design (mainly log-frame or similar frameworks), monitoring and evaluation;

Abilities and Skills:

- Excellent knowledge and use of English language;
- Strong analytical skills;
- Experience and skills in training and transfer of knowledge;
- Excellent communication, interpersonal and facilitation skills;
- Ability to follow deadlines, accuracy and attention to detail;
- Ability to liaise with senior management staff, relevant staff in different functional areas.
- Passionate about wildlife and conservation with the ability to galvanize the Network and broader community around a shared agenda;
- Experience with strategy and programme development, including successful fundraising.
- Possess good Project Management, planning, time management, coordination; Good command of English language, both oral and written communication skills. Any other language, especially another Greater Mekong dialect is advantageous.
- Ability to travel extensively and at times to do this with very short notice.
- Adhere to WWF's values: Knowledgeable, Optimistic, Determined and Engaging.
- Role model WWF's behaviours of Listening Deeply, Innovating Fearlessly, Collaborating Openly, and Strive for Impact.

III. Working Relationships:

IV.

1. **WWF- Cambodia internal:** work under supervision of and report directly to the Project Manager with technical report to M&E Coordinator. Coordinate and support landscapes staff on a regular basis related to M&E matters. Liaise and contact with relevant WWF Network teams related to Monitoring and Evaluation work to provide inputs and seek supports when required.
2. **External:** Interacts with donors, NGO partners, society organization when required.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.