

**WWF-Cambodia**

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JOB RE-ADVERTISEMENT

From its origins as a small group of committed wildlife enthusiasts, WWF has grown into one of the world's largest and most respected independent conservation organizations—supported by 5 million people and active in over 100 countries on five continents.

WWF-Greater Mekong – on the ground in Cambodia, Laos, Myanmar, Thailand and Vietnam—is working to conserve the region's biodiversity and build a secure and sustainable future for people and wildlife. WWF has a long history of engagement in the Greater Mekong.

WWF's mission in Cambodia is to ensure that there will be strong participation and support from all people to conserve the country's rich biological diversity. The WWF-Cambodia Conservation Programme that started more than 10 years ago is implemented in 2 landscapes – Eastern Plains Landscape (EPL) and Mekong Flooded Forest (MFF) Landscape and built over the following 4 pillars of interventions: (1) Securing Landscape Integrity sustaining conservation and livelihood development, (2) Freshwater and Sustainable Hydropower, (3) Protected Area Management and Conservation Research and (4) Sustainable Financing – Green Economy.

WWF-Cambodia is looking for one **national** qualified candidate to fulfill the position as **Monitoring and Evaluation (M&E) Officer for USAID** to base in Sen Monorom, Monduliri Province with time spent in Phnom Penh.

Remuneration Packages: Competitive Salary plus attractive benefits including 13th Month salary, Hardship allowance, Medical Allowance, Provident Fund, Severance pay, Group health insurance, Accident insurance, life insurance etc.

Position Summary:

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
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. Qualifications:

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;
- Possess strong negotiation, influencing and communication skills. Has the 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.
- Must 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.
- Must be able to travel extensively and at times to do this with very short notice.
- Adhere to WWF's values: Knowledgeable, Optimistic, Determined and Engaging.
- Role models WWF's behaviours of Listening Deeply, Innovating Fearlessly, Collaborating Openly, and Strive for Impact.

Adhere to WWF's values: Knowledgeable, Optimistic, Determined and Engaging. For detailed job description, please visit the Employment page of <http://cambodia.panda.org>

How to apply?

Email a cover letter and **CV** via email address: **jobwwfcam@wwfgreatermekong.org** with the subject line: **M &E Officer for USAID**

If you have any question, please contact to WWF-Cambodia, #21, Street 322, Sangkat Beng Keng Kang I, Khan Chamkarmon, Phnom Penh or call us: 023 218 034 (extension: 118)

Deadline for applications: 20 July 2018

WWF is an equal opportunity employer and committed to having a diverse workforce. Women and Disable people are strongly recommended to apply.