

**Wildlife Conservation Society (WCS)
Cambodia Program**

JOB DESCRIPTION

Name :
Position : Monitoring and Evaluation Assistant Officer
Project : Keo Seima and NPL Landscapes
Duty station : WCS Phnom Penh Office as the base office and have to work in Preah Vihear and MondulKiri provinces occasionally, as required.
Report to : National M&E Coordinator

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Organization Background:

The Wildlife Conservation Society (WCS) is a US non-profit, tax-exempt, private organization established in 1895 that saves wildlife and wild places by understanding critical issues, crafting science-based solutions, and taking conservation actions that benefit nature and humanity. With more than a century of experience, long-term commitments in dozens of landscapes, presence in more than 60 nations, and experience helping to establish over 150 protected areas across the globe, WCS has amassed the biological knowledge, cultural understanding, and partnerships to ensure that vibrant, wild places and wildlife thrive alongside local communities. Working with local communities and organizations, that knowledge is applied to address species, habitat, and ecosystem management issues critical to improving the quality of life of poor rural people whose livelihoods depend on the direct utilization of natural resources.

Job Summary:

To track project progress concerning the NPL and KSWS project's work plans and M&E framework, the M&E Assistant Officer will work collaboratively with the National Monitoring and Evaluation Manager, National Monitoring and Evaluation Coordinator, M&E Officers and relevant landscape staff stationed in Phnom Penh. Each month, the M&E Assistant Officer will work 5 days in PVH, another 5 days in KSWS, and the remaining time in Phnom Penh. This work schedule may be adjusted in response to the project's needs, requirements, and budget availability of each landscape program. The M&E Assistant Officer will work with all relevant staff to collect all supporting documents, and data is stored in the NPL and KSWS Airtable Activity Management, Compliance, and M&E Bases developed for the NPL and KSWS REDD+ programs. In coordination with WCS staff, partners, and subgrantees in NPL, KSWS, and Phnom Penh, the job holder will collect, enter, and track activity records in the Airtable M&E systems for both the landscape programs mentioned earlier. The M&E Assistant Officer will join hand with the M&E Officers and National M&E Coordinator to provide capacity building, ongoing technical support, and follow-up to the NPL and KSWS project's staff involved in the use of the Airtable Activity Management and Compliance Databases for work planning and reporting and tracking the compliance or non-compliance status of each family identified in the project's target communities. Furthermore, the

M&E Assistant Officer will engage in M&E field activities for additional data collection, verification, assessments, and learning.

Duties and Responsibilities:

- Work closely with Field-Based Program Officers, Field-Based Team Leaders, and other staff to collect all project-relevant records and supporting documents to enter activities, participant data, outcome data, and supporting documentation into the Airtable M&E systems.
- Develop an appropriate filing system for the supporting documents for each activity implemented before uploading them to the Airtable M&E bases.
- Clarify data and supporting documents with Field-Based Program Officers, Field-Based Team Leaders, and other staff involved when needed. This task is supposed to begin before inputting the data into the Airtable M&E system.
- Conduct data entry to add activity records, participant names, outcome data, and supporting documents to the Airtable M&E systems based on tracking tables, fields and other features integrated into this platform.
- When relevant or applicable, clean and revise the entered data in the Airtable M&E Bases after the National M&E Coordinator reviews it.
- Notify the relevant staff of outstanding sub-activities in the Airtable Activity Management Bases that must be marked as completed in this platform on time and follow up with them on this.
- Work together with the M&E Officers to provide capacity building, ongoing technical support, and follow-up to project staff to enable successful use of the Airtable Activity Management and Compliance Databases for work planning and reporting and tracking the compliance or non-compliance status of each family in target villages.
- Collaboratively work with all relevant staff, including field-based team leaders and the landscape management team, to ensure that all M&E form tools are used properly for data collection and collation.
- Provide constructive feedback on data quality issues to KSWs and NPL staff through official meetings or one-on-one discussions.
- Provide inputs to assist with formulating the M&E team's annual and monthly work plans and their execution.
- Participate in M&E field activities such as additional data collection, data quality assessments, and rapid assessments for sharing, learning, and course correction.
- Engage in additional tasks assigned by the National M&E Manager and/or National M&E Coordinator.

As well any and all other work assignments, duties, and/or functions as WCS or its management may designate or instruct in the course of its operation, which may include assignments, duties, and/or functions that vary from the above.

Qualifications and Experience:

Bachelor's degree in administration, Information Management, Environment, or other relevant academic background.

- 2 to 3 years' experience in implementing M&E as a minimum requirement.
- Experience in data collection, especially managing data collection in the field from multiple teams and partners.
- Experience in using/managing M&E database systems for data entry, analysis, and reporting.
- Experience working on environmental conservation, or community development projects. Although not required, having this background would be advantageous.
- Capacity to produce high-quality briefs and reports in both Khmer and English.
- Good communication skills and strong facilitation skills.
- Effective coordination skills to engage the relevant staff in the M&E process and activities.
- Good level of proficiency in Windows, Excel, and quantitative analysis.
- Ability to work under pressure environment.
- Good English communication skills, oral and written.
- Willing to take initiative.
- Willing to travel extensively to the project's sites.