



## JOB ADVERTISEMENT

### PART A: General Information

|                           |                                       |
|---------------------------|---------------------------------------|
| <b>Position title:</b>    | Monitoring & Evaluation Officer (M&E) |
| <b>Location/Based at:</b> | Siem Reap Province, Cambodia          |
| <b>Responsible to:</b>    | Management Team                       |

### PART B: About PEPY Empowering Youth

PEPY Empowering Youth's vision is that Young Cambodians are empowered to pursue careers that improve the quality of their lives.

The mission of PEPY Empowering Youth is to work with young Cambodians and connect them to the skills, opportunities, and inspirations needed to reach their potential.

At PEPY Empowering Youth, we believe that education is the key to sustainable change and we recognize and emphasize the importance of holistic development programs. Our programs work in concert with one another, both in and out of the classroom, to create an atmosphere where education becomes both valued and valuable.

### PART C: RESPONSIBILITIES

This is a new position for our office, so many roles and responsibilities will be developed by the M&E Officer, and, as new needs emerge from our partners. For now, general tasks and responsibilities will include, but will not be limited to the following:

- Provide recommendations to all Management teams concerning how to improve or add additions to collected data for further actions.
- Gathering data and reporting information as outlined by our donor agreements.
- Create annual M&E framework for all PEPY projects.
- Work with Program team to create, maintain, and update database (OSCaR) regularly as per schedule.
- Delivering data sets and reports to Communications team under donor/report schedule to be made into visuals and graphics
- Provide capacity building trainings to Programs Team on how to use M&E Tools and M&E Framework for their respective project.
- Document best practices, case studies, lessons learned and stories of change.
- Conduct regular field visit to support the implementation of M&E reports and data validation to identify where adaptation/improvements are needed.

- Preparing presentations to interpret data and reports as requested by the Programs team.
- Attend and arrange meetings with Management team to stay up to date on data needed and share new data/tracking ideas.
- Work with Program team to coordinate & conduct surveys with our alumni students' employers to get their feedback about students in order to improve project and training courses.

#### **PART D: Required Skills and Experience:**

- Bachelor/Associates degree in development studies or related field, and/or 2+ years' experience in M&E position or data driven education projects.
- Ability to communicate and translate data
- Proven commitment to education and youth empowerment
- Willingness to spend significant amounts of time to make sure project is well executed
- Ability to communicate with people from a range of backgrounds
- Proven ability to plan and design programs
- The ability to analyze and write reports in English
- Must be open to learn for self-development and project improvement

#### **Additional Requirements and Skills**

- Applicant must be living in Siem Reap, or, have ability to relocate to Siem Reap
- Have drivers' license
- Demonstrated proficiency in Microsoft Office (Word, Excel), and experience in OSCaRS reporting system is a bonus.
- Ability to be flexible, adapt, and work on your own

#### **PART E: Salary and Benefits Scale**

- Salary and benefits commensurate with skills and experience

Interested applicants should submit a cover letter and CV at PEPY Empowering Youth Office: #N28, St. Neak Poan, Trapang Ses Village, Sangkat Kok Chork, Siem Reap Town/Province or send email to [apply@pepyempoweringyouth.org](mailto:apply@pepyempoweringyouth.org) before **September 5<sup>th</sup>, 2019**. Only shortlisted candidates will be contacted for an interview.