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ADHOC

សហគមន៍ការពារសិទ្ធិមនុស្ស និងអភិវឌ្ឍន៍នៅកម្ពុជា Cambodian Human Rights and Development Association

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JOB ANNOUNCEMENT M&E Specialist (Monitoring and Evaluation Specialist)

ADHOC's Work

The Cambodian Human Rights and Development Association (ADHOC) is an independent, non-partisan, non-profit and non-governmental organisation that works to address the absence of basic rights, freedoms and liberties in Cambodia by providing people with knowledge and understanding of human rights, law and democracy, and how to defend their rights and freedoms. ADHOC is comprised of two sections - the Human Rights and Land Rights Section, and the Women's and Children's Rights Section. It operates across Cambodia from a Central Office in Phnom Penh and 21 provincial offices.

The Human Rights and Land Rights Section handles complaints of human rights abuses, such as extrajudicial killings, illegal arrest and detention, torture, impunity, or violations of fundamental freedoms of expression, assembly and association. In addition, the section handles cases of land and natural resource rights violations, including those concerning land grabbing, forced evictions, Economic Land Concessions (ELCs), Social Land Concessions (SLCs) and destruction of natural resources. The Women's and Children's Rights Section addresses violations concerning gender-based violence, including domestic violence, rape, trafficking in persons, and migrant abuse. Each section undertakes three key types of activities, including a) provision of direct legal and other support to survivors of human rights violations and their families; b) empowerment and capacity-building activities to enable people to defend their rights; and c) advocacy at the local, national and international levels.

The Central Office is currently seeking a **Monitoring and Evaluation Specialist** to support both heads of sections.

YOU WILL BE ENTITLED TO THE FOLLOWING BENEFITS

- An annual bonus of up to one month's salary;
- Seniority payment is provided in accordance to the Labour Law;
- Annual salary increment;
- Pension fund;
- Monthly mobile phone allowance for employees;
- Employee training and development opportunity;
- Fully paid maternity leave;
- Paid sick leave;
- Annual leave and national holidays in accordance to the Prakas of the Ministry of Labour and Vocational Training;
- Annual Health Check-up Package and 24-hour accident insurance;
- Working hour accident insurance (NSSF);
- Other benefits.

FUNCTIONS /KEY RESULTS EXPECTED

A Monitoring and Evaluation Specialist is responsible for observing and ensuring high-quality and timely inputs, and for ensuring that a project maintains its strategic vision and that its activities result in the achievement of its intended outputs in a cost-effective and timely manner.

She/he will be in charge of establishing and overseeing a functional M&E Systems of the organization and ensuring the follow-up and coordination of capitalization, and monitoring-evaluation activities with the support of the Heads of Sections.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Strengthen existing monitoring and evaluation procedures and ensure their appropriate implementation;
- Conduct data quality checks and provide advice for improvement of ADHOC's data collection system when necessary;
- Assist the Heads of Section and fundraising team in formulating key performance indicators and deliverables, and creating M&E work plans during project design and planning phases;
- Support the Heads of Section and other relevant staff in monitoring project indicators and deliverables, implementing the M&E plans during the project implementation and conducting activity follow-ups;
- Collect data on a regular basis to measure achievement against performance indicators and provide advice to the Heads of Sections on improving project performance using M&E findings;
- Maintain and administer the M&E database and analyze findings;
- Assist in the development of ADHOC's annual operational and strategic plan and logical framework, in collaboration with the Management staff and Technical Advisor;
- Support project reporting as well as project reviews and evaluations in collaboration with the heads of Sections and Technical Advisor;
- Support follow-up actions on the implementation of project evaluation recommendations;
- Organize training and provide coaching on M&E to project staff as required;
- Identify and document lessons learned and best practices and develop case studies to capture qualitative outputs of the various projects;
- Present and disseminate monitoring evaluation findings to appropriate stakeholders;
- Perform any other related duties as required;
- Ensure coordination between the different phases and levels of the monitoring-evaluation system;
- Strengthen the quality of field monitoring and evaluation, monitor the activities implemented by the sections;
- Pilot the external evaluation process;
- Propose an adapted and harmonized monitoring and evaluation system.

QUALIFICATION REQUIREMENTS

To be able to carry out the above responsibilities, M&E Specialist should have the following capabilities:

- Advanced university degree in International Development, Organizational Development (OD), Public Relations, International Relations, Public/Business Administration or any other relevant field;

- Minimum of 4 years of relevant professional experience in nonprofit fundraising or foundation grant making, as well as in monitoring and evaluation;
- At least 2 years in a similar role in the coordination of action research, capitalization and monitoring/evaluation activities;
- At least 5 years of experience in project management, monitoring, information management, data collection and/or evaluation for international organizations/projects/donors, development projects preferably in the human rights fields, and especially related to gender, migration and land rights;
- Excellent oral and written communication skills in both English and Khmer;
- Demonstrated engagement with diverse donors and development partners;
- Good analytical skills in developing and implementing resource mobilization strategies;
- Excellent interpersonal communication skills (written and verbal);
- Ability to prioritize workload and demonstrate deliverables/outcomes;
- Ability to meet tight deadlines and work independently as well as in a team;
- Flexibility and positive attitude, solution-oriented, and ability to move forward through challenges;
- Demonstrated commitment to working with poor and marginalized people;
- Follow-up/coordination of action research, capitalization and monitoring and evaluation activities with various types of actors (research, field partners, etc.), if possible change-oriented approaches
- Management of monitoring, evaluation, accountability and learning tools;
- Organizational and logistical skills;
- Analytical, synthesis, and writing skills.

SALARY AND CONDITIONS:

ADHOC is able to offer a gross monthly salary of **US dollars 850** (plus bonuses and allowances). We are seeking candidates who are willing to commit to the role for a minimum of one year.

HOW TO APPLY:

Interested and qualified candidates should submit a cover letter which addresses the essential qualifications and experience and a CV including two references. Applications should be submitted by **5:00 Pm, 31 August 2024** via e-mail to recruitment@adhocambodia.org or personally to ADHOC's Head Office.

Only short-listed candidates will be contacted. ADHOC may begin to conduct interviews on a rolling basis, prior to the closing date.

Only national candidates will be considered for this position. ADHOC is an equal-opportunity employer. We highly encourage qualified women, minorities, and individuals with disabilities to apply.