

**Annex 8: Position Description**

**Principal Implementing Partner (PIP)**  
**Position Description**

Position Title	Monitoring and Evaluation (M&E) Officer	Grade	
Bureau/Department	Monitoring and Evaluation Unit		
Reports to	the M&E Chief/Technical Bureau Chief		
Background/Main Role of Position	<p>The National Centre for Parasitology, Entomology and Malaria Control (CNM), has been implementing a strengthened and comprehensive malaria program since 2004 through a series of grants received from the Global Fund for HIV/AIDS, TB and Malaria (GFATM). The UNOPS as the Principal Recipient for New Funding Model (NFM) funded by the Global Fund to collaborate closely with CNM in the malaria fight. CNM is designated as the Principal Implementing Partner (PIP) for the program of Containing Artemisinin-Resistant Plasmodium Falciparum Parasite and Moving toward Malaria Pre-Elimination Status in Cambodia. CNM, in collaboration with UNOPS and other partners, endeavours to ensure more effective decentralized malaria control operations at provincial and operational district levels and bring down the malaria related morbidity and mortality in the country.</p> <p>Under the guidance and supervision of the M&amp;E Chief/Technical Bureau Chief, the M&amp;E Officer will perform the following functions:</p>		

**Responsibilities**

Responsibility 1:	Assist in the preparation and development of Monitoring and Evaluation Performance Frameworks and Plans (overall as well as annual) for CNM and SSRs in accordance with the requirements of the GFATM.	
<b>Activities</b>		<b>Outputs</b>
<ul style="list-style-type: none"> <li>- Assist Senior M&amp;E Officer in preparation of Monitoring and Evaluation Performance Frameworks</li> <li>- Contribute to preparing and developing/revising plans such as annual plan, semi-annual plans, detailed work plan, etc. for CNM and provinces</li> <li>- Attend meetings to revise and update of the Performance Frameworks and Plans with UNOPS and stakeholders</li> </ul>		

Responsibility 2:	Participate in meetings of the Malaria Principal Recipient Technical Review Team and review jointly technical quarterly and annual work plans of the SSRs	
<b>Activities</b>		<b>Outputs</b>
<ul style="list-style-type: none"> <li>- Participate in meetings to review Progress Updated/Disbursement Request (PU/DR) reports</li> </ul>		

(quarterly, semi-annually and annual report to PR-UNOPS. - Participate in monthly meetings with SRs and PR- UNOPS. - Attend meetings to review jointly technical, monthly, quarterly and annual work plan, revised with UNOPS for review work plan, training plan, budget plan with assumption for all CNM units, provinces, and revise some indicator and add new indicator and submitted to PR-UNOPS. - Participate in meetings with Principal Recipient on various program activities (e.g. LLINS, LLHINs, D3 positive follow-up, PPM indicators, Volunteer malaria worker and identify the mobile and migrant population target villages in endemic areas).		
Responsibility 3:	Compile routine health information data at ODs level and assist in the compilation and analysis of data at national level.	
Activities		Outputs
- Compile and analyze routine health information data at ODs level monthly, quarterly, and prepare semester report to CNM. - Ensure that data collection is precise and accurate.		
Responsibility 4:	Consolidate and compile data and contribute to preparation of reports	
Activities		Outputs
- Consolidate and compile/prepare, analyses and present the reports		
Responsibility 5:	Assist in planning and supervision of malaria surveys and operational research	
Activities		Outputs
- To assist in malaria survey in the develop questionnaire, study design. - Provide inputs to planning of malaria survey and supervision of survey activities - - Provide inputs on planning and technical inputs on other operational research		
Responsibility 6:	Conduct regular field visits to monitor program progress and provide timely feedback to the M&E Chief/Technical Bureau Chief	
Activities		Outputs
- Conduct regular field visits to monitor program progress and supervision PHD/OD staff - Prepare supervision reports and bring important issues to the attention of the M&E Chief/Technical Bureau Chief. - Support more junior M&E officers in conducting effective supervisions.		



<ul style="list-style-type: none"> <li>- Provide regular feedback to the provinces on monitoring/supervision results ( weaknesses and strengths)</li> <li>- Ensure follow-up on problems identified during supervision visits.</li> <li>- Conduct death investigation quarterly and semi-annually</li> </ul>		
Responsibility 7:	Provide instructions and technical assistance to the SSRs in compliance with technical reporting requirements of PR-UNOPS,	
Activities		Outputs
<ul style="list-style-type: none"> <li>- Assist and provide instruction and technical assistance to CNM units &amp; all provinces on technical requirements of PR-UNOPS and GFATM (e.g. new formats of PUDR reports and other)</li> <li>- Conducted training for CNM units and to provincial level.</li> </ul>		
Responsibility 8:	Perform other duties as requested by the Chief of M&E.	
Activities		Outputs
<ul style="list-style-type: none"> <li>- Prepare minutes concerning technical issues as requested by the M&amp;E Chief/Technical Bureau Chief work closely and meeting with Ministry of Health Planning unit to discuss &amp; submit all activities of training conducted by CNM to Planning unit of MoH.</li> <li>- Go to radio station to talk about malaria prevention and discuss with people online during this discussion about malaria Report regularly to the Chief of M&amp;E the progress of M&amp;E activities</li> </ul>		

## Person Specification

Experience	Essential:	<ul style="list-style-type: none"> <li>- Master Degree with minimum three years relevant experiences or Bachelor Degree with five years relevant experiences.</li> <li>- Experiences in project management, project monitoring and evaluation and relevant related fields</li> </ul>
	Desirable:	<ul style="list-style-type: none"> <li>- Experience of working in public health</li> </ul>
Specific Skills and Knowledge	Essential:	<ul style="list-style-type: none"> <li>- Good understanding of data management concepts</li> <li>- Experience on the use of data for planning and decision making</li> <li>- Strong skills and experience in quantitative and qualitative research would be an advantage</li> <li>- Good organizational skills to support documentation, reporting of data, and dissemination of information</li> <li>- Demonstrated effective communication and interpersonal skills.</li> <li>- Fluency in Khmer and good English</li> </ul>
	Desirable:	<ul style="list-style-type: none"> <li>- Medical doctor or Medical Assistant</li> </ul>
Qualifications and Training	Essential:	<ul style="list-style-type: none"> <li>- Bachelor Degree in social science or other related field.</li> <li>- Training course on public health, epidemiology or demography.</li> </ul>
	Desirable:	<ul style="list-style-type: none"> <li>- Master Degree of public health, epidemiology, demography, statistics or related field</li> </ul>

Signature

  
Manager

Signature

  
CNM Director  
**Dr. HUY REKOL**

DATE

04/01/2016

DATE

06/01/2016