

Annex 8: Position Description

Principal Recipient Position Description

Position Title	Monitoring and Evaluation (M&E) Officer
Bureau/Department	Monitoring and Evaluation Unit
Reports to	the M&E Chief/PIP Manager
Background/Main Role of Position	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). CNM's strategies and plans align with targets envisioned in Cambodia's Malaria Elimination Action Framework – 2 (MEAF-2), which aims to accelerate efforts and eliminate <i>P. falciparum</i> malaria by 2023 and all malaria species by 2025. CNM is undergoing grant application to continue implementing its comprehensive malaria program for 2021-23 where UNOPS will act as the Principal Recipient (PR) for the third implementation period under the Regional Artemisinin-resistance Initiative – 3 Elimination (RAI3E). CNM is designated as the Principal Implementing Partner (PIP) and, in collaboration with UNOPS and other partners, endeavors to facilitate more effective decentralized malaria control operations at provincial and operational district levels and eliminate malaria in the country.

Main roles and responsibilities of the position

This recruited position “Monitoring and Evaluation (M&E) Officer” will be under the supervision of the PIP Manager and will be responsible for:

Responsibility 1:
Activities
<ul style="list-style-type: none">• Assist Senior M&E Officer in preparation of Monitoring and Evaluation Performance Frameworks• Contribute to preparing and developing/revising plans such as annual plan, semi-annual plans, detailed work plan, etc. for CNM and provinces• Attend meetings to revise and update of the Performance Frameworks and Plans with UNOPS and stakeholders
Responsibility 2:
Activities
<ul style="list-style-type: none">• Participate in meetings to review Progress Updated/Disbursement Request (PU/DR) reports (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.

<ul style="list-style-type: none"> Participate in meetings with Principal Recipient on various program activities (e.g. LLINS, LLHINs, Volunteer malaria worker and identify the mobile and migrant population target villages in endemic areas). 	
Responsibility 3:	
Activities	
<ul style="list-style-type: none"> 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. Consolidate and compile/prepare, analyses and present the reports 	
Responsibility 4:	
Activities	
<ul style="list-style-type: none"> 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 5:	
Activities	
<ul style="list-style-type: none"> 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/PIP Manager Support more junior M&E officers in conducting effective supervisions. Provide regular feedback to the provinces on monitoring/supervision results (weaknesses and strengths) Ensure follow-up on problems identified during supervision visits. 	
Responsibility 6:	
Activities	
<ul style="list-style-type: none"> Assist and provide instruction and technical assistance to CNM units & all provinces on technical requirements of PR-UNOPS and GFATM (e.g., new formats of PUDR reports and other) Conducted training for CNM units and to provincial level. 	
Responsibility 7:	
Activities	
<ul style="list-style-type: none"> Prepare minutes concerning technical issues as requested by the M&E Chief/PIP Manager work closely and meeting with Ministry of Health Planning unit to discuss & submit all activities of training conducted by CNM to Planning unit of MoH. 	

Person Specification


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

Signature


PIP Manager **DE SIV SOVANNAROTH**

Signature


CNM Director **DE HUY REKOL**

DATE

04 January 2021

DATE

05 January 2021