



## Vacancy Notice

### HIV/AIDs M&E officer

PHNOM SREY ORGANIZATION FOR DEVELOPMENT (PSOD) (Previously PSAD) is local non-profit, political party and non-racism organization was established in November 1998 and registered with the Ministry of Interior in October 2000 as association and localized as organization in 12 Nov 2010. Vision: a developed Cambodian society whose people have peace, equity, solidarity and self-reliance. Mission: jointly collaborate with the Royal Government of Cambodia in facilitating development work that leads to alleviation of people's poverty. Goal: Work with target audience and groups in communities as well as mobilize support and work in partnership with relevant stakeholders to ensure that people have access to social services for improvement their quality of life. Core values: are wisdom, Integrity and Transparency, Responsiveness and Respect.

PSOD is seeking one part time qualified candidate with Cambodia nationality to fill the one position of **M&E officer** under fund and technical support from USAID through PRASIT Program to implement SMARTGirl and Male/Client Program and HIV/AIDS Prevention Program in Kampong Cham province.

**Purpose of the position:** To effectively lead and coordinate all M&E related activities of relevance HIV/AIDs Prevention project among Entertainment Worker (EW) in Kampong Cham province, being implemented by PSAD. In order to successfully do so, the M&E Specialist must be able to effectively communicate PSOD purpose and demonstrate quality of commitment and integrity that that serves as an example to others.

#### **Major Responsibilities:**

- Lead the successful roll out and implementation of all design monitoring and evaluation (DME) related initiatives.
- To provide guidelines and standards for the design, implementation, monitoring and evaluation of all project interventions and
- Ensure compliance with relevant norms and policies.
- Lead monitoring efforts at in the project to ensure full compliance with Industry standards for learning and
- Ensure that M&E related activities are successfully implemented and that relevant learning is documented, disseminated to staff and used to inform future decisions;

- Develop and promote the implementation and use of quality program monitoring framework (tools and processes) and reporting, formats and proposal review systems for the HIV& Project in particular and for Rieko Kenya in general
- Facilitate implementation of key community capacity building promising practices towards community based monitoring and evaluation of progress
- Establish a comprehensive and an updated data base for HIV/AIDs project
- Coordinate the preparation, review and posting of all project reports, and specifically the HIV&AIDS project
- To provide strategic leadership in the collection, documentation and sharing of best practices for improvements in program implementation.
- To facilitate the evaluation and documentation of qualitative and quantitative performance measures at 3 months, 6 months and 1year following completion of implementation.

#### **Academic qualifications, Knowledge and Technical Skills and Experience:**

- Minimum of University degree or equivalent, preferably in Social sciences, Monitoring and Evaluation, Project Cycle Management, or Statistics.
- Should have at least two (2) years of experience in handling M&E of community based projects, preferably in an NGO setting.
- Demonstrated ability in data collection and analysis will be an added advantage.
- Must demonstrate good database management skills.
- Prior engagement with Rieko Kenya, knowledge of the program sites, and understanding of local communities' dialects will be an added advantage.
- High level of cross-cultural sensitivity, good and clear understanding and sensitivity to community development trends and issues are highly desirable.
- Experience in participatory and pro-poor community development models and community capacity building and organizational development will be an added advantage.
- Good report writing skills and computer proficiency a must.

**Salary Range:** \$110 per month (50%)

Interested and qualified candidates are requested to apply with an updated CV and cover letter (In English) and names to at least two referrers. Applications must reach the following address no later than 5:00 pm on Dec 15, 2010 as following address # 126, Preah Monivong Chroy Chma village, Beoung Kok Commune, Kampong Cham District, Kampong Cham Province, Attention to: Mr. Un Savoeun Department Health Program Manager, Tel: 012 314390 or E-mail:psad.dhm@gmail.com. **Women are encouraged to apply.**