



Job Announcement

The Cambodian Disabled People's Organisation (CDPO) was established in 1994 as a movement of Cambodians with disability. CDPO is a membership based, non-government organisation, representing persons with disabilities in Cambodia. We are working towards becoming "The voice of persons with disabilities in Cambodia". CDPO is now looking for qualified person for fulfils a position below:

Position: Monitoring and Evaluation Coordinator
Base in: Phnom Penh and province
Contract duration: 7 Months (Possible Renewal)
Number of hiring: 01 Person
Salary Rank: 800-1,000USD

Main Responsibilities:

- Develop and strengthen monitoring, inspection and evaluation procedures;
- Develop project/program proposal;
- Recommend further improvement of the logical framework;
- Develop monitoring and impact indicator for the project success;
- Monitor and evaluate overall progress on achievement of results;
- Monitor the sustainability of the program/project's results;
- Provide feedback to the Program Manager, Management Team and key staff on program/project strategies and activities;
- Developing of national strategic and operational program plans and budgets.
- Training field staff in monitoring and evaluation processes and providing ongoing coaching
- Suggest strategies to the Management Team for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks;
- Consolidate quarterly, half-yearly and annual progress report to the Program Manager;
- Conduct capacity assessment on monitoring and evaluation system;
- Develop indicators and a monitoring strategy for the project;
- Support monitoring and evaluation of the effects and impact of the project/program;
- Assist the project personnel with M&E tools and in supporting them in their use.
- Perform other duties as required;

Person Specifications:

- Master degree preferably in management and development studies or related field.
- At least 5 years of experience in the design and implementation of M&E/MIS in development projects implemented by national/international NGOs;
- Two years working experience in the research/legislation/advocacy/rights monitoring
- At least 3 years' experience at management level;
- Strong understanding of the disability movement, attitudinal, environmental and societal barriers faced by people with disabilities;
- Experience in designing tools and strategies for data collection, analysis and production of reports;
- Skill in project management, monitoring and reporting on disabilities rights;
- Proven ICT skills, especially in the development of MIS software using database software;
- Expertise in analyzing data using statistical software;
- Strong training & facilitation skills.
- Fluency in written and spoken Khmer and English.
- Courage to effectively advocate and lobby for people with disabilities;
- Good interpersonal, communication and presentation skills;
- Proven networking skills;
- Be able to travel to provinces of Cambodia and oversea
- Be aware of corruption and fraud policy
- Be aware of child rights, child protection, prevention of sexual exploitation, abuse and harassment (PSEAH), child safeguarding policies

Closing Date: November 20, 2024, at 17:00pm

Please read full detail of the roles and person specification and application guidelines on our job announcement.

Women and people with disabilities are strong encouraged to apply. Please mention your disability type in your CV or Cover letter. Interested candidate are requested to submit their application letters and CVs to CDPO Office at # 469, Street: 89BT, Tnot Chrum Village, Sangkat Boeung Tumpun II, Khan Meanchey, Phnom Penh, Cambodia or through email: recruitment@cdpo.org. For more information, please contact via telephone: 077 880 989, 023 221 823. Only short-listed candidates will be contacted for an interview. We reserves the right to close this job early if we receive a sufficient number of application.