



Job Advertisement

Planning, Monitoring & Evaluation Coordinator

The Arbitration Council Foundation (ACF) is a non-political and not-for-profit organization. ACF supports the operations of Cambodia's Arbitration Council (AC), which is an independent national institution established by Law to resolve labor disputes. Supported by the Ministry of Labor and Vocational Training, employers and unions, ACF is recognized as a model institution for justice in labor dispute resolution in Cambodia and has won praise from the national and international communities.

The Arbitration Council Foundation (ACF) is seeking a talented and experienced Cambodian national with outstanding qualifications for the position of **Planning, Monitoring & Evaluation Coordinator (PMEC)** based in Phnom Penh. This is a challenging and rewarding position with a high level of responsibility. The main functions of the PMEC in accordance with ACF's objectives, policies, and procedures and will be to provide support to relevant projects and departments and to work with other stakeholders to promote consistency throughout the departments.

Duties

- Drive the planning, monitoring, and evaluation of the PME/MLE framework and specific initiatives across programs,
- Develop knowledge management; identify lessons learned, successful innovations, and other information valuable to share with partners and key stakeholders,
- Provide technical leadership on strategies to improve efficiency and effectiveness of the projects by identifying bottlenecks and development action plans to minimize project holdups,
- Recommend steps for strategic adjustments and provide follow up on implementation,
- Supervise and manage all evaluations and operational research for the project including baseline, midterm, and end-line assessments,
- Analyze and discuss emerging issues identified from progress and evaluation reports and coordinate the development and monitoring of action plans recommended to the relevant program manager and partners for timely corrective measures,
- Supervise the monitoring and evaluation officer, providing mentoring and coaching on approaches and technical methodologies,
- Promote a result-based approach to monitoring, learning and evaluation emphasizing on data quality, results, and impacts,
- Contribute in the recruitment, training and supervision of external parties that are contracted to implement special surveys and studies required for evaluating project effects and impacts,
- Build staff and partner capacities on planning, monitoring, and evaluation, through facilitation of training, collaboration, and development of planning, monitoring, and evaluation tools,
- Foster quality participatory monitoring by training and involving primary stakeholder groups in PME of activities,
- Provide overall leadership in developing and maintaining a project management information system/platform that capture real time data,
- Preparation and consolidation of mid-term, annual, and end-term reports,
- Coordinate annual project review and planning workshops
- Provide PME personnel with key tools and support them in their use,
- Finalize project concept papers, proposals, coordinate for approval with EMT and prepare concept papers/proposals for submission to potential donors,
- Participate in the budgeting of programs with the program team,
- Assist in networking with other development organizations, governments, and other line agencies in promoting ACF's development model and developmental initiatives, and
- Perform other job related duties as requested.

The required qualities of the ideal candidate include:

- University degree (preferably a Master's degree) in development, business, public policy and administration, quantitative/statistic economic, law, social science, or an equivalent with an academic focus on planning, monitoring and evaluation,
- At least three years of solid experience in development and implementation of result-based PME systems,
- Excellent research skills (quantitative, qualitative, and mixed methods),
- Experienced in managing databases and coordinating evaluation, surveys and impact monitoring,
- Demonstrated experience in data analysis, ability to prepare and systemically disseminate high level quality reports for a variety of audiences,
- Skilled with incorporating innovative solutions in complex PME systems,
- Experience in industrial relations and/or labor dispute resolution and familiarity with international development agency projects would be an advantage,
- High level of resourcefulness and the ability to work under pressure and with minimal supervision,
- Honest and ethical individual who works to the highest standards of integrity and propriety,
- Excellent management, communication, and interpersonal skills and strong staff training skills,
- Demonstrated capacity to create and/or maintain systems and procedures for managing complex programs with many implementation programs, partners, and beneficiaries,
- Ability to promote the vision and strategic goals of ACF,
- Skilled with managing complex IT based data collection systems,
- Skilled at strategic thinking and anticipating future developments and trends to incorporate them into organizational plans,
- Preparing and presenting document in a well-design format,
- ability to lead teams effectively and exhibit strong conflict resolution skills,
- Excellent time management skills, high self-motivated and ability to work under pressure on multiple tasks, demands and deadlines with a positive and constructive attitude,
- Working with sensitive information and maintain confidentiality,
- Perform multi task with minimal supervision,
- Computer proficient in word processing, spreadsheets, presentation tools, electronic mail, and internet software, including Excel, Access and SPSS, and
- Excellent written and oral communication skills in both Khmer and English.

Salary package

Competitive package of salary and benefits will be provided

How to apply for the position

The detailed job description is available at www.artibitrationcouncil.org or can be obtained upon request via e-mail to jobs@arbitrationcouncil.org.

Please, send the following to the above email address or deliver to the ACF office at No. 72, Street 592 (corner of St. 327), Sangkat Boeung Kak II, Khan Tuol Kork, Phnom Penh not later than **May 17th, 2018 at 16:00PM**. Please do **NOT** send original or copies of diplomas or certificates.

- CV with 3 referees and;
- The cover letter addressing the above required qualifications (Please make sure that cover letter is not more than 1000 words.)

We regret that only short-listed candidates will be contacted for an interview.

ACF is an equal opportunity employer; women are particularly encouraged to apply.