

JOB DESCRIPTION MEAL OFFICER

About SeeBeyondBorders

SeeBeyondBorders' primary focus is to improve education standards in Cambodia, providing children with access to quality teaching and learning at school. SeeBeyondBorders is a registered charity in Australia, Ireland and the UK and operates as a registered international non-government organisation in Cambodia. Operating in two provinces in Cambodia, SeeBeyondBorders conducts programs to teach teachers, engage parents and communities to support and encourage their children to get to school. In the work we do in schools and in the way we run the organisation, our aim is to build capability within Cambodia so that ultimately SeeBeyondBorders becomes the professional development provider of choice.

Our primary focus is in the rural area of Battambang Province. Our Quality Teaching program forms the lead initiative and is supported by our Community Engagement, Strengthening Support and Systemic Capability programs according to individual school development plans, community needs, and systemic requirements.

SeeBeyondBorders is a child and vulnerable people safe organisation, committed to protecting the rights of children and vulnerable people.

Overview of the Position

The MEAL Officer assists in the design and implementation of the SeeBeyondBorders Monitoring, Evaluation, Accountability Learning (MEAL) framework, working collaboratively with the program team to ensure effective MEAL implementation and quality MEAL procedures.

The MEAL Officer manages information and reporting processes to ensure high-quality communication about SeeBeyondBorders activities, builds capacity across SeeBeyondBorders staff and implements the MEAL improvement action plan.

They are responsible for improving information management and data quality, strengthening knowledge sharing and learning across the organisation and the monitoring and evaluation of programs, developing appropriate methodologies and tools to support MEAL at SeeBeyondBorders.

Employment Type	Full Time, Unspecified Duration Contract
Location	Battambang Town, Battambang Province, Cambodia with occasional travel within Cambodia
Accountable to	Program Design & Development Advisor
Hours	40 hours per week with scheduled Cambodian public holidays (approximately 21 days per year) together with 18 days of annual leave per annum, accessible on a pro-rata pre-approved basis. Occasional weekend work may be required with time off in lieu.
Salary	Based on experience or negotiable
Start Date	February 3rd (Negotiable)
Qualifications and experience – Required	<ul style="list-style-type: none"> - A university undergraduate degree. - Experience in monitoring & evaluation, or program/project planning. - Strong presentation, facilitation and coordination skills. - Understanding of basic MEAL principles. - Good analytical and problem solving skills - Proficiency in English (especially reading and writing).

	<ul style="list-style-type: none"> - Knowledge of data software and ability to organise and visualise data - Knowledge of evaluation methodologies and data collection and analysis methodologies - Experience in conducting research including evaluation, presentation of results and recommendations.
Personal Characteristics:	<ul style="list-style-type: none"> - Motivated and committed - Learner oriented person who is keen to always be learning more - Team player who priorities collaboration - Honest and acts with integrity - Innovative and creative attitude to change and improvements with a willingness to share ideas and identify opportunities for improvement - Builds and maintains strong relationships - Able to communicate and collaborate with colleagues and partners
Responsibility for Values	<p>Active commitment to the SeeBeyondBorders Development Philosophy and values;</p> <ul style="list-style-type: none"> - Changemaker Competency Integrity Courage Respect

Tasks and Responsibilities:

- Develop and implement a robust MEAL system that will ensure tracking of project/program results at different levels (outputs, outcomes and impact) and ensure the alignment of M&E activities with program goals.
- Develop, implement, and assess monitoring and evaluation plans for all projects and funding proposals and ensure these are implemented accordingly.
- Design and maintain databases, tracking tools and dashboards to demonstrate the effectiveness of project interventions and review and maintain data quality for collating reliable and consistent data.
- Review existing data collection tools and plan and implement baseline surveys, monitoring and evaluation practices and impact assessments when needed.
- Coordinate data collection to monitor program development and ensure timely compilation and reporting of data.
- Conduct field visits for data validation and to monitor the quality and completeness of data sets.
- Ensure sex, age and disability data is disaggregated consistently in program delivery.
- Aggregate and analyse data from across SeeBeyondBorders strategy, program and projects to contribute to decision-making and reporting and create graphics in reports to help visualise data in a meaningful way.
- Generate monthly indicator reports for tracking progress against key indicators
- Ensure adherence to specific monitoring and reporting requirements donor funded projects.
- Ensure quality and timely submission of quarterly reports and manage preparation of additional reports for donors and stakeholders as required.
- Contribute to the development of annual work plans to identify project targets and ensure inclusion of M&E activities.

- Provide relevant evidence for learning from projects and capture and document lessons learned.

Applications

Applications addressing the specific requirements in this Job Description should be submitted by email to hr.cambodia@seebeyondborders.org

More information and enquiries

Enquiries about this role, or about the SeeBeyondBorders organisation should be directed initially to hr.cambodia@seebeyondborders.org

Further information about SeeBeyondBorders is available at

Web : www.seebeyondborders.org

Facebook : www.facebook.com/SeeBeyondBorders

Twitter : www.twitter.com/seebeyondborder

The successful candidate will be offered the role subject to a Working with Children Check and acceptable references. You will also be asked to sign our Child and Vulnerable People Protection Policy and our Code of Conduct.

SeeBeyondBorders is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, colour, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local country protected class.