

Annex 8: Position Description

Principal Recipient Position Description

| | | | |
|----------------------------------|---|-------|--|
| Position Title | Senior Monitoring and Evaluation Officer | Grade | |
| Bureau/Department | M&E Unit | | |
| Reports to | Chief of M&E | | |
| Background/Main Role of Position | <p>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). The UNOPS as the Principal Recipient for the second implementation period (IP2) of the Single Stream of Funding (SSF) Malaria Grant received funding from the Global Fund to collaborate closely with CNM in the malaria fight. CNM is designated as the Principal Implementing Partner (PIP) for the program of Containing Artemisinin-Resistant Plasmodium Falciparum Parasite and Moving toward Malaria Pre-Elimination Status in Cambodia. CNM, in collaboration with UNOPS and other partners, endeavours to ensure more effective decentralized malaria control operations at provincial and operational district levels and bring down the malaria related morbidity and mortality in the country.</p> <p>Under the guidance and supervision of the Chief of M&E, the Senior M&E Officer will perform the following functions:</p> | | |

Responsibilities

| | | |
|---|--|---------|
| Responsibility 1: | Assist in the preparation and development of Monitoring and Evaluation Performance Frameworks and Plans (overall as well as annual) for CNM and SSRs in accordance with the requirements of the GFATM. | |
| Activities | | Outputs |
| <ul style="list-style-type: none"> - Assist CNM to prepare and develop Monitoring and Evaluation Performance Frameworks - Assist CNM in preparing and developing/revising plans such as annual plan, semi-annual plans, detailed work plan, etc. for CNM and provinces - Attend the meeting to revise and update of the Performance Frameworks and Plans with UNOPS and stakeholders | | |
| Responsibility 2: | Participate in the meetings of the Malaria Principal Recipient Technical Review Team and review jointly technical quarterly and annual work plans of the SSRs | |
| Activities | | Outputs |
| <ul style="list-style-type: none"> - Participate in the meeting for Progress Updated/Disbursement Request (PU/DR) reports (quarterly, semi-annually and annual report to PR-UNOPS. - Participate regularly meeting with SRs and PR- UNOPS. - Attend the meetings to review jointly technical, monthly, quarterly and | | |

| | | |
|--|--|----------------|
| | <p>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.</p> <ul style="list-style-type: none"> - Participate in the meetings with Principal Recipient review with LLINS, LLHINs, discuss with D3 positives, PPM indicators, Volunteer malaria worker and identify the mobile and migrant population target villages in endemic areas. | |
| Responsibility 3: | Monitor compilation and analysis of routine health information data at ODs level and assist in the compilation and analysis of data at national level. | |
| Activities | | Outputs |
| <ul style="list-style-type: none"> - Monitor compilation and analysis of routine health information data at ODs level monthly, quarterly, and prepare semester report to CNM. - Ensure that data collection is precise and accurate. - Regularly check reports sent by ODs through (MIS) and provide feedbacks. | | |
| Responsibility 4: | Compile information received in the form of quarterly and annual technical reports from the SSRs (in collaboration with the Finance staff) and prepare all the required reports (quarterly, annual and interim assessment reports) on behalf of the CNM, in accordance with the GFATM formats and reporting requirements including the programmatic progress and submit to the Chief of M&E in a timely manner. | |
| Activities | | Outputs |
| <ul style="list-style-type: none"> - Consolidate and compile/prepare, analyses and present the reports | | |
| Responsibility 5: | Liaise with implementing partners and other institution/agencies, including the collection of M&E data | |
| Activities | | Outputs |
| <ul style="list-style-type: none"> - Liaise with implementing others partners to revise format for related with CNM indicator that submitted to Global Fund such with PPM format, Monitoring & Evaluation checklist, Mobile & migrant population checklist, Day3, and Day0 format . - Liaise with other partners/stakeholders to review and publish material articles/books. | | |
| Responsibility 6: | Assist in the conduct and supervision of malaria surveys and operational research | |
| Activities | | Outputs |
| <ul style="list-style-type: none"> - To conducted routine supervision and operational research - To assist in malaria survey in the develop questionnaire, study design. - To participated the every meeting for process and update of the questionnaire and related with malaria survey | | |
| Responsibility 7: | Make regular field visits to monitor program progress and provide timely feedback to the Chief of M&E | |

| | | |
|---|---|----------------|
| Activities | | Outputs |
| <ul style="list-style-type: none"> - To conducted regular field visits to monitor program progress Supervision every quarterly follow the schedule and using check list for the monitoring/supervision and the result from the monitoring/ supervision report to chief of M& E/ technical bureau - Regular feedback to the provinces that conducted the monitoring/supervision for the weakness, ands strangeness. - Conduct death investigation quarterly and semi-annually | | |
| Responsibility 8: | Supervise, monitor and evaluate the implementation of the program grant according to the approved guidelines developed (as acting Chief of M&E) | |
| Activities | | Outputs |
| <ul style="list-style-type: none"> - Regular supportive, monitor & evaluate of the program - To ensure the activities for implementing is follow guideline - To ensure the implementation achieved follow objective | | |
| Responsibility 9: | Provide instructions and technical assistance to the SSRs in compliance with technical reporting requirements of PR-UNOPS, | |
| Activities | | Outputs |
| <ul style="list-style-type: none"> - Assist and provide instruction and technical assistance to CNM units & all provinces with technical require from PR-UNOPS such as the GFATM need require revise the new format of PUDR report , and reporting format, and others therefore need to conducted training workshop to providing the technical support to CNM units and to all provincials level. | | |
| Responsibility 10: | Cooperate with PR-UNOPS appointed technical teams and LFA teams, | |
| Activities | | Outputs |
| <ul style="list-style-type: none"> - To cooperate with LFA teams to meeting with technical teams - To assist LFA with OSDV (OnSide, Data Verification): feedback from LFA. - Participate in the meeting for debriefing on LFA Review of Progress Update | | |
| Responsibility 11: | Perform other duties as requested by the Chief of M&E. | |
| Activities | | Outputs |
| Prepare minutes concerning technical issues as requested by the Chief of M&E, <ul style="list-style-type: none"> - 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. - Go to radio station to talk about malaria prevention and discuss with people online during this discussion about malaria Report regularly to the Chief of M&E the progress of M&E activities | | |

Person Specification

| | | |
|-------------------------------|------------|--|
| Experience | Essential: | <ul style="list-style-type: none"> - Minimum 5 years for Masters and 7 years for Bachelors relevant professional experience in project management, project monitoring and evaluation and relevant related fields |
| | Desirable: | <ul style="list-style-type: none"> - Experience in supporting a team, and the ability to contribute to and support others. - Experience and good knowledge of NGOs and civil society. |
| Specific Skills and Knowledge | Essential: | <ul style="list-style-type: none"> - Doctor prevention - 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. |
| | Desirable: | <ul style="list-style-type: none"> - Medical doctor |
| Qualifications and Training | Essential: | <ul style="list-style-type: none"> - Master in public health, epidemiology, demography, statistics or related field, or Bachelor's level with relevant experience (at least 5 years for Masters and 7 years for Bachelors) |
| | Desirable: | <ul style="list-style-type: none"> - Medical Doctor |

Signature

CNM Director

Signature

PIP Manager

DATE

DATE
