

Job Vacancy

Research, Monitoring and Evaluation Manager

As **Research, Monitoring and Evaluation Manager** you will be responsible for leading the monitoring, evaluation and research efforts for Marie Stopes International Cambodia's country program. This includes developing and implementing the organizational M&E framework, developing M&E tools, and supporting quantitative and qualitative research that will contribute to MSIC's evidence-base for program planning, donor reporting, and improvement of the program. Based at the Head Office in Phnom Penh, you will be expected to travel as required to project areas throughout Cambodia.

| Job Title: | Location: | Reporting to: | Probationary Period: |
|---------------------------------------------|---------------------------------|------------------------------|----------------------|
| Research, Monitoring and Evaluation Manager | MSIC's Head Office (Phnom Penh) | Head of Integrated Marketing | 3 months |

Marie Stopes International is a global organization providing personalized contraception and safe abortion services to women and girls. Our local teams of professionals are passionate about the work they do in communities across 37 countries. The services they provide give a woman the power to choose when she has children so that she's free to pursue her plans and dreams for herself and her family. Marie Stopes International Cambodia (Marie Stopes) was established in 1998 and operates 7 reproductive health clinics, clinical outreach services, a call centre to provide information to clients and provides technical support to numerous public and private partners. In 2016, Marie Stopes provided services to approximately 80,000 women and men in Cambodia. A key responsibility of this role is to further **Marie Stopes' Vision: A world in which every birth is wanted** and its **Mission** of ensuring the individual's right to: **Children by choice, not chance.**

It is a role requirement that the job holder must fully comply with, promote and live **Marie Stopes' Core Values**:

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| Mission Driven | Client Centred | Accountable | Courageous |
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Key Responsibilities

- Manage all database systems such as CLIC, DataWinners, Referral App, Quality Technical Assistance (QTA) and monthly service tracking
- Lead in the design and implementation of MSIC's program level Monitoring and Evaluation (M&E) framework
- Develop tools to collect data and produce regular high quality reports, ensuring quality and accuracy of data
- Assist channel leads with the development of monitoring and evaluation plans for program activities and support the development of project log frames for new projects in collaboration with relevant project managers and support staff
- Design and implement improved electronic data collection systems for tracking and monitoring program and project data
- Supervise and provide direction to other M&E or data entry staff
- Identify and address the M&E training needs of MSIC including supporting and building capacity of project staff and clinic staff in inputting data, running reports and using data for evidence based planning
- Prepare and update monthly, quarterly, and annual monitoring and evaluation plans and reports
- Develop performance dashboards and formats for presenting organizational data
- Develop and lead the implementation of a research agenda in accordance with the needs of MSIC clinical and program objectives
- Develop research proposals and/or work with researchers/ research agencies to develop research proposals.
- Design and manage internal research, including: surveys, needs assessments, market research, consumer satisfaction and ensure of high quality standard.
- Build the capacity of MSIC team in conducting research.
- Manage research studies including training and supporting research teams in the field.
- Support data coding, analysis and report writing for research studies.
- Actively participate in research forums and work with partners to support MSIC's research agenda.
- Prepare terms of reference and study designs for contracting out research studies to external agencies.
- Prepare relevant documents for national Ethics Review Board (ERB) approval
- Develop TORs for studies being conducted externally and involved in selection process; manage external agencies.
- Manage and implement the annual Client Exit Interviews
- Provide technical support and training for all MSIC database systems such as CLIC, DataWinners, Referral App, Quality Technical Assistance (QTA)
- Oversee data validation processes in collaboration with program and finance staff to ensure highest quality of data reporting
- Work with MSI Regional RME managers and advisors to contribute towards global research initiatives and ensure that MSI's standards and best practices inform MSIC's work;
- Participate in Regional/Global RME workshops, as required.
- Collate, develop and publish reports, and disseminate RME findings and lessons learnt internally and externally when appropriate

Qualifications/Skills and Experience:

- Bachelor or Master degree in social sciences, research, public health or other relevant field
- Minimum 3 years' experience in project monitoring, evaluation and reporting
- Strong experience in quantitative data analysis and qualitative research (such as market research, participatory action research, quantitative research)
- Experience of data processing and analysis of quantitative and qualitative data sets, using databases, such as SPSS
- Experience in developing project log frames
- Familiarity with monitoring and evaluation requirements of international donors advantageous
- Experience working in public health, particularly reproductive health, desirable
- Experience of commercial/market research advantageous
- Computer Skills: Advanced Excel, Advanced Access, SPSS, Epi Info, Word, Power Point
- Strong English language skills (reading, writing, speaking)
- Good management skills including strategic planning, team management and team building
- Highly developed communication skills
- Ability to manage and prioritise a demanding work load
- Good leadership skills as well as communication, negotiation and interpersonal skills
- Results oriented and innovative
- Able to take initiative
- Able to work under pressure
- Commitment to reproductive health in development and an individual's right to control his/her own fertility
- Ability to travel to project sites in the provinces and stay overnight, as required
- Ability to travel internationally, as required

Compensation & Other benefits

Marie Stopes International Cambodia provides candidates a competitive salary based on knowledge, skill, experience, and capacity. We offer annual salary increase plus other benefits such as 24h insurances, annual bonus, annual leave, and other benefits as in the policy of MSIC.

This role is a great opportunity to contribute your skills and commitment to a rewarding project in an emerging health sector of significance.

How to apply

Interested and qualified candidates should send applications (CV and a cover letter), stating expected salary to hrd@mariestopes.org.kh or alternately via post to: Marie Stopes International Cambodia (MSIC) Head Office, Address: #12Eo, St.41, (Village No. 10), Sangkat Tonle Basac, Khan Chamkarmorn, Phnom Penh, **Tel: 023 994 082/083**. MSIC is an equal opportunity employer and women are strongly encouraged to apply. Please visit <http://www.mariestopes.org.kh/Career> for more information.

Only short-listed candidates will be contacted. Closing date for applications is **Friday 16/Feb/2018 at 17:00pm**.