

Job Framework

Contractor (Project Coordinator-MS Lady)



The Project Coordinator- MS Lady (Contractor) is primarily responsible for coordinating on administration activities and stock management for MS Ladies to ensure they are able to increase their service intake productivity over time.

Job Title:	Location:	Reporting to:	Probationary Period:	Level of contact with children & Vulnerable adults
Project Coordinator-Marie Stopes Ladies	MS Ladies Targeted Provinces (70% in HoF, 30% in field)	Senior Project Manager	3 Months	<input checked="" type="checkbox"/> Direct <input type="checkbox"/> Indirect

Marie Stopes International is a global organisation providing personalised contraception and safe abortion services. 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, community based MS Ladies and provides technical support to the public and private sector. In 2018, 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**:

Mission Driven	Client Centred	Accountable	Courageous
----------------	----------------	-------------	------------

Key Responsibilities	Measures
Coordination of MS Lady service data reporting and review	
<ul style="list-style-type: none"> Ensure timely submission of monthly service reports from MS Ladies Collect and review service data from MS Ladies by week against prior trends and investigate any anomalies. Reconcile the client record forms to the weekly and monthly reports. Support MS Ladies to ensure all records (client health record and consent forms) are stored properly and confidentially at MSL's facility. Submit the reports collected from MS Ladies to senior project manager in a timely manner and keep filling hard and soft in properly. Ensure all hard copy and soft copy filing is completed monthly Undertake spot checks to review consistency of service data, client record forms and consent forms 	<ul style="list-style-type: none"> All MSL Ladies monthly service reports received on time and are accurate Accurate service data reporting Monthly consolidated reports submitted on time. Spot checks on record keeping performed as per schedule agreed with Manager
Stock management and administrative support	
<ul style="list-style-type: none"> Review and agree the stock reconciliation to underlying services, and well understanding on stock/ supply flow which follow MSIC's requirement/policies. Compile stock orders from MSL and review against stock consumption Collate stock orders monthly and send to MSIC Senior Stock Officer Work with MSIC Senior Stock Officer to ensure MSL stock requests received and filled and payments made in a timely manner Produce stock forecasting for the Senior Stock Officer and Program team as requested Support to Programmes team in communicating with MSL, coordinating participation in events etc. 	<ul style="list-style-type: none"> MSL monthly stock reports and request received and filled in timely manner Spot check stock reconciliations undertaken All payments for stock are timely
Performance monitoring and management	
<ul style="list-style-type: none"> Develop schedule for coaching visits to MSL to support on issuing related reports, stock management and/or providing refresher/ new guidance or procedure. Support Program Manager to develop and implement MS Lady Champion/ Supervisor roles 	<ul style="list-style-type: none"> Plan of visit approved by Manger Regular visits conducted as per schedule and coaching support provided where needed

Job Framework

Contractor (Project Coordinator-MS Lady)



Monthly Benefit

This position is a 12-month role (with possibility of extension) under a service agreement with a fee of USD550/month, USD20 phone card/month, plus per-diem and accommodation for traveling (for working purpose only).

Skills and Experience

Qualifications

- Bachelor degree or equivalent experience
- Fluent in Khmer both oral and written (high level)
- English oral and written (medium level)

Essential Skills and Experience:

- Computer literate and experience with systems
- Ability to use mobile app and/or other systems to extract report, review and analysis data
- Approachable with strong interpersonal & listening skills
- Demonstrated good relationship building experience
- Strong time management and organisation skills with the ability to prioritise effectively
- Team management and solution focused

Attitude / Motivation

- Supportive of MSI philosophies (Children by choice, not chance)
- Desire to support/mentor a team of other MS Ladies
- Honest and transparent
- Willing to travel