



JOB RE-ANNOUNCEMENT

ABOUT CCIM

The Cambodian Center for Independent Media (CCIM) is a media development organization engaged in the following activities: producing online programs; media reporting on news websites and social media platforms; training of journalists and aspiring journalists, promotion and training on media and information literacy; training and networking with citizen journalists, and advocacy on media-related rights.

Position : Monitoring, Evaluation and Learning (MEL) Officer
Location : Phnom Penh
Work Status : Full Time
Report to : Executive Director and Media Director

Job Summary:

The **MEL Officer** is primarily responsible in implementing the M&E plans of CCIM and the Cambodia Human Rights Activity (CHRA) project. He or she also works closely with all project coordinators and officers in implementing the respective M&E plans of the projects.

Duties:

1. Prepares detailed implementation of M&E plans of the CHRA project in accordance to its Monitoring, Evaluation, and Learning (MEL) Plan and in compliance to USAID's MEL guidelines.
2. Ensure that CHRA M&E periodic reports, including those of the other projects, are prepared in collaboration with the Project Coordinator and project team members.
3. Assists respective project teams in developing and implementing M&E plans of their respective projects and collaborate with them the collection of M&E data and preparation of periodic reports.
4. Develops M&E data collection system and regularly collect M&E data from respective projects for encoding in the said system.
5. Ensures that M&E data are regularly encoded in the M&E data collection system for easy retrieval and generation of reports.
6. Perform other tasks as may be assigned by the direct supervisor or Management Committee.

Job Requirement:

- Cambodian national. Women are encouraged to apply
- Bachelor's degree in Administration, Information Management, or other relevant academic background.
- Minimum 3 years' experience in implementing M&E, including data collection and collation.
- Capacity to produce quality briefs and reports in both Khmer and English
- Good communication skills and strong facilitation skills
- Good spoken and written language skills in Khmer and English
- A passionate and energetic team member

- Knowledge on human rights, media rights, and good grasp of economic, social, and political situation in the country
- Proficiency in the use of computers for: word processing, databases, spreadsheets/excel, email, internet, other social media platforms

APPLICATION INFORMATION

Interested candidates are invited to send their CV, current photo and cover letter with salary expectation to jobapplications@ccimcambodia.org. Closing dates for submission of applications is on **17 November 2023 at 5PM**. Qualified female candidates are encouraged to apply. Only shortlisted candidates will be notified and contacted for interview. Application documents received will not be returned. Interviews will be held at CCIM office at #14A, St. 392, BKK1, Phnom Penh.