

Job Title: Senior Project Officer	Reports to: MEAL Technical Lead
Business Title: Senior MEAL Officer	Salary Grade: 8

About CRS

Catholic Relief Services is the official international humanitarian agency of the Catholic community in the United States. CRS works to *save, protect, and transform* lives in need in more than 100 countries, without regard to race, religion or nationality. CRS' relief and development work is accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance and peacebuilding.

Job Summary:

Catholic Relief Services (CRS) was founded in 1943 by the United States Conference of Catholic Bishops to assist the poor and disadvantaged. CRS returned to Cambodia in 1991 and currently works in the sectors of Health and Education, with approximately 15 Partners. CRS head office is located in Phnom Penh. CRS Cambodia is the hub office for Southeast Asia programming, including Laos, Myanmar and Vietnam.

As key role within the MEAL team, you will facilitate the achievement of monitoring, evaluation, accountability and learning (MEAL) objectives for specific project(s) or programming area(s) within the Cambodia Country Program (CP), contributing to serving the poor and vulnerable. You will coordinate and lead activities regarding government engagement and capacity strengthening particularly the Global Fund High-Performance Implementers (HPI) initiative and also directly support CRS' education program. Your coordination and relationship management skills will ensure that the project for which you are responsible applies best practices and constantly works towards improving the impact of its benefits to those we serve.

Roles and Key Responsibilities:

- Organize and lead the implementation of all assigned MEAL activities as outlined in the detailed implementation plan in line with CRS program quality principles and standards, donor requirements, and good practices.
- Support and coordinate capacity strengthening and technical support activities to CRS staff and government partners.
- Ensure learning properly accompanies project MEAL activities throughout the project cycle.
- Support accountability through coordinating project evaluation activities and guiding partners in their efforts to reflect on project experiences.
- Analyze implementation challenges and report any inconsistencies and/or gaps to inform adjustments to plans and implementation schedules.
- Ensure planning for and quality of MEAL processes including project monitoring (data collection, data entry, data cleaning and reporting), evaluation, accountability and learning.
- Ensure project documentation for assigned MEAL activities is complete with all required documents and is filed per agency and donor requirements. Assist with preparation of trends analysis reports and documentation of case studies and promising practices
- Support proposal development and positioning, including proposal design, background research, and MEAL framework development.

Basic Qualifications

- Bachelor's Degree required. Degree in Social Sciences, Education, International relations or in the field of MEAL would be a plus.
- Minimum of 4 years of work experience in project support, ideally in the field of MEAL and for an NGO.
- Proven experience in engaging and capacity strengthening government partners preferred.

- Experience in proposal development and business development processes preferred.
- Additional experience may substitute for some education.

Required Languages - Fluency in Khmer and strong English (speaking, reading and writing) required.

Travel - Must be willing and able to travel up to 40%.

Knowledge, Skills and Abilities

- Analysis and problem-solving skills with ability to make sound judgment
- Good relationship management skills and the ability to work closely with local partners
- Proactive, results-oriented and service-oriented
- Attention to details, accuracy and timeliness in executing assigned responsibilities

Preferred Qualifications

- Experience working with partners, participatory action planning and community engagement.
- Staff supervision experience a plus.
- Experience monitoring projects and collecting relevant data.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint).

Agency-wide Competencies (for all CRS Staff)

These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Integrity
- Continuous Improvement & Innovation
- Builds Relationships
- Develops Talent
- Strategic Mindset
- Accountability & Stewardship

MEAL Competencies (for CRS MEAL Program Staff)

Each staff member in this position is expected to have *solid knowledge and ability and can apply the following competencies with minimal or no guidance, in the full range of typical situations*, while requiring guidance to handle novel or more complex situations

- Monitoring
- Accountability
- Evaluation
- Learning
- Analysis and Critical Thinking

Supervisory Responsibilities (if none, state none)

None

Key Working Relationships:

Internal

Project, Finance, Procurement and HR teams as relevant to project
 Head of Programming
 Head of Health Program

External

Donor and government and CSOs partner organisation

Provincial and District Health and Education Offices as relevant to project

****Our Catholic identity is at the heart of our mission and operations. Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. We welcome as a part of our staff people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS' processes and policies reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.*

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.

CRS is an Equal Opportunity Employer