

M&E Officer

Glean is an international development agency based in Phnom Penh, Cambodia, for people who want to make a difference. We serve NGOs, non-profits, social enterprises and anyone who's working to make a positive change in the world, and we help them to do their best work. We've got experience in human-centered design, research, technology and behavior-change communications, and have met the needs of clients from around the world, including USAID, World Vision, the Johanniter, FHI360, Splash, Oxfam and the World Bank.

We create what our clients need to make the difference they want to make.

Glean has a small team based in Phnom Penh and is looking to hire a M&E officer to help deliver amazing results for clients.

Please email us a copy of your cover letter, CV, and salary requirements to: chantrea@glean.net

Job Description

The M&E Officer works closely with our clients, partners, and internal teams to deliver amazing results. The M&E Officer will work directly with our partners to build methodologies, plan research, collect data, and report relevant findings.

Job Responsibilities

- Develop and maintain the project management information system and other tools to timely gather, organize M&E data, and analysis reports, then providing tactical information for continuous improvement of the program's operation
- Carries out a number of data-collection processes and research to allow project to obtain rigorous estimates on outcome areas of interest
- Prepare project and M&E related reports of a professionalism and quality level suitable for dissemination
- Works in close collaboration with other project teams, to design and implement M&E plans and activities
- Reflect our company standards
- Identify opportunities to increase revenue and relationships with our clients.
- Communicate our brand, vision, and standards
- Work with clients from all types of backgrounds, ideals, and goals

Education & Experience

- Degree in Economic Development, Accounting, Statistics, or other relevant area
- Previous experience working in M&E
- Strong English and Khmer communication skills (written and spoken)

- Technical writing skills for preparing reports
- Analytical skills to translate field data into useful conclusions and recommendations

Key Competencies

- Critical thinking and problem-solving skills
- Planning and organizing
- Decision-making
- Communication skills
- Influencing and leading
- Delegation
- Team work
- Conflict management
- Adaptability
- Stress tolerance