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Kampuchea Action to Promote Education (KAPE)

Re-Job Announcement for Position M&E Officer
Based in NGS Prek Leap High School, Phnom Penh

Organization Background:

Kampuchea Action to Promote Education (KAPE) is the largest local NGO in Cambodia's education sector. We are a nonprofit organization that implements projects and research at all levels of the sector, with beneficiaries in primary schools, secondary schools, and tertiary programs. KAPE's primary development objective focuses on promoting improvements in the formal education system in 3 main areas: (i) Educational Access, (ii) Educational Quality, and (iii) Governance. Based on the agency's experience, investment in access and quality often has only muted effects if educational institutions lack good governance and accountability; thus, KAPE's primary objective focuses on improving good governance in schools as the linchpin to our strategy to improve educational access and quality.

Project Background:

Improving Digital Education for All Learners (**IDEAL**) is a 3-year project (Apr/2024-Dec/2026) that describes a set of program interventions that are designed to promote digital education in 12 state schools that are located at multiple levels, including primary, lower secondary, and upper secondary. The project proposes a rights-based approach to not only increase students' digital skills but also promote the regular use of technology in students' everyday learning (known as ICT in Education), particularly where this concerns literacy and numeracy. The project will build on the extensive work already done by KAPE and others in the area of digital education and will bring to bear many cutting-edge digitally based learning programs in Khmer Language, Mathematics, and English. In addition to significant investments in computer labs and 21st Century Libraries with M-learning services, the project will also create an operating environment that is conducive to high utilization of these investments including the use of school-based mentors to support teachers, support for children's/student councils to ensure students have a voice in project operation, and management support for school directors. The project will also promote the adoption of policies that promote digital learning as well as community engagement in these changes at the local school to increase parents' awareness of digital learning opportunities and ensure their support in a post-project environment. KAPE is seeking qualified candidates (Cambodian only) to fill the M&E Officer position for the **IDEAL** Project funded by **ChildFund Korea**. This position will be based at NGS Prek Leap High School in Phnom Penh and will involve frequent travel to Kandal Province. The project is scheduled to start from April 2024 to December 2026.

Main Duties:

- Review the project's M&E framework, Key Performance Indicator (KPI), work plan, and other relevant documents to gain the necessary background on the project;
- Do research on M&E tools, and new technology such as mobile data collection, online databases, and so on;
- Become familiar with operating manuals used in Kampuchean Action for Primary Education, namely the Personnel, Administrative, and Financial Procedures Manuals;
- Work with the Project Officers, M&E Manager, and EdTech Coordinator to develop the integration of Work Plans with M&E Plans;
- Work closely with EdTech Coordinator and M&E Manager in developing standard monitoring tools in Khmer and English for quarterly/annual reports and tracking project progress to ensure timely delivery of outputs;

- Ensure that all the key deliverables and KPIs are being monitored regularly and that data collection is occurring regularly;
- Develop monitoring and data collection schedules to oversee the proper implementation of the project;
- Work with Project Officers, and EdTech Coordinator to collect baseline/endline data and other information in accordance with project indicators;
- Review, clean, and enter all data collected from project field offices using standardized spreadsheets and databases;
- Provide technical assistance in using standardized spreadsheets and relevant data collection tools;
- Work closely with DoE/PoE, NGO partners, and project staff to ensure regular collection and submission of relevant data required for the data management system;
- Collect and store all MoEYS EMIS Data and relevant Educational Research Data;
- Organize M&E training for project staff and relevant stakeholders in using and managing the monitoring and evaluation system of the project;
- Make travel requests, and other administrative tasks relating to the implementation of the project;
- Assist in writing reports and collecting data to ensure regular reporting on the quality of project implementation and the achievement of objectives;
- Establish and manage relationships with other NGOs, government officials at the district and provincial level, and local educational authorities;
- Perform other duties as assigned by direct supervisor.

Requirements:

- A Bachelor's Degree in a relevant field (e.g. education, development, or management) or equivalent;
- At least 2 years of experience working in the formal education sector and/or school development;
- At least 2 years of experience with M&E;
- Have relevant experience in ICT in education, digital literacy, and MIS;
- Knowledge of project work methods and their applications to ICT;
- Knowledge of digital platforms and software, such as Microsoft 365, Kobo Toolbox, other online and offline survey forms, etc;
- Ability to work in a school context and with teachers, children, youths, and communities;
- Ability to work well with the government education system;
- Ability to monitor project implementation based on the agreed indicators with the donor;
- Flexibility and teamwork orientated;
- Supportive with good problem-solving skills.

Application information:

Interested applicants may submit a cover letter and CV (max 3-4 pages), specifying 3 references, to Mr. Chhuon Saran, HR/Admin Manager, E-mail: (saran@kapekh.org) and CC: Mr. Sar Sophanak, Project Manager, E-mail: (sophanak@kapekh.org). KAPE Main Office in Kampong Cham Province. Tel: 012 752 553, 096 464 7777, 097 698 8484.

Applicants will be reviewed on a rolling basis with a **deadline before 15 July 2024 at 5:00 PM**. Only short-listed candidates will be contacted for an interview at the **KAPE Sub Office in Phnom Penh (Preah Sisowath High School)**.

The salary scale will range from 2,400,000 Riel - 2,700,000 Riel

KAPE is committed to Prevention of Sexual Exploitation and Abuse Policy (PSEA), Gender Equality, Disability and Social Inclusion Policy (GEDSI) and Child Safeguarding Policy (CS). We reserve the right to terminate employment of staff, should background checks reveal that children may be at risk.

Women, ethnic minorities, and people with disabilities are encouraged to apply for all KAPE positions.