

JOB ANNOUNCEMENT

Clear Cambodia is a Christian local NGO that has been implementing the projects under the aim of water, sanitation and hygiene (WASH). The mission is to transform water quality, sanitation and health in target communities by making appropriate technology and education accessible to all. All of the work is done in collaboration with community leaders and local authorities. Clear Cambodia is currently implementing its projects in eleven provinces such as Battambang, Tboung Khmum, Prey Veng, Svay Rieng, Kampong Thom, Kampong Speu, Siem Reap, Kratie, Stung Treng, Pursat, and Ratanakiri.

We are looking for **01 (One)** qualified candidate to fill the position of **Program Quality Officer-1** based in **Phnom Penh**.

I. Main Responsibilities and Duties:

- Primary reporting line will be to: Program Quality Manager
- Regular liaison will be required with: Management team and other CC's staff.
- Assist the Program Quality Manager in coordinating with the field team to check and send daily and weekly data to Program Quality Manager.
- Review daily report against Monitoring and Installation forms and weekly missed done report.
- Coordinate with the field to troubleshoot all M&E related issues and to request for support from Program Quality Manager when required.
- Verify GPS coordination of all water points under assigned projects.
- Verify GPS data, review pictures of beneficiaries, and other activities photos from program teams and post or store them in the system accordingly.
- Visit provincial project often to support data collection teams or spot check monitoring process as required by the Program Quality Manager.
- Perform as a link between Assistant to programs, line managers and provincial staff related data collection, submission and edition.
- Assist in improving communication with stakeholders.
- To take minutes in the meeting on behalf of PQ Manager.
- Support the Program Quality Manager in training of field team on M&E reporting requirements.
- Verify GPS data, review pictures of filter's beneficiaries submitted from programs and post or store them in the system accordingly.
- Assist Program Quality Manager in preparing monthly, quarterly annual statistics and reports.
- Check, edit, and clean up data submitted from field staff and make made data confirmation for PQ Manager to send monthly data confirmed from all projects in CC.
- PQ meetings – attends weekly or monthly meetings to co-ordinate activities with PQ manager and shares issues of concern.
- Keep all records safely.
- Assist Program Quality Manager in preparing monthly, quarterly annual statistics and reports.
- Check, edit, and clean up data submitted from field staff and make made data confirmation for PQ Manager to send monthly data confirmed from all projects in CC.
- Perform document translation from Khmer to English and vice versa as needed.
- PQ meetings – attends weekly or monthly meetings to co-ordinate activities with PQ manager and shares issues of concern.
- Perform other duties as requested by Program Quality Manager.

II. Requirement:

- 1-2 year work experiences in Program Quality/M&E or related field.
- Hold Bachelor Degree in English Literacy or related fields.
- Strong in IT skill with ability to use information communication technology for data monitoring (e.g. MS Word, MS Excel, MS PowerPoint and Outlook)
- Able to communicate effectively in Khmer and English (written and spoken).
- Good at numeric.
- Demonstrate good initiative
- Ability to prioritize to meet with deadlines.

- Commitment to Clear Cambodia's values and mission.
- Confident and patient
- Good team work
- Honesty/integrity
- Transparency
- Servant hood
- Flexibility/ adaptability

To apply, please submit your CV with current photo (size 4x6), cover letter, and Completed Application Form by email to hr@clearcambodia.org or directly send to address: **#86, St. 608, Sangkat Boeng Kak II, Khan Tuol Kouk, Phnom Penh.** Note: here's the links to download Application Form in [Khmer](#) Or [English](#) language or visit [website www.clearcambodia.org](http://www.clearcambodia.org).

If you have any specific queries on the role, feel free to reach out to Human Resources Office at 023 880 164. Only short-listed candidates will be contacted for the interview. CVs and Application form will not be returned.

The closing date is August 31, 2026 at 5:00 PM