



VISION: Communities where everyone has access to clean water, good sanitation and healthy environment

CORE VALUES: Commitment, Transparency, Love, Integrity, and Servanthood

JOB DESCRIPTION

MISSION: To transform water quality, sanitation and health in target communities by making appropriate technology and education accessible to all.

1. Position Summary:

Position title:	Program Quality Officer-1
Location(s):	Phnom Penh
Reporting line(s) and networks:	- Primary reporting line will be to: Program Quality Manager - Regular liaison will be required with: Management team and other CC's staff.
Purpose of position:	- To facilitate the Program Quality Manager (PQ Manager)'s works and coordinate the works between Program Quality and program teams. - To collect, edit and clean up installation and monitoring data and photos submitted by field staff or enumerators via mWater. - To review, and select best photos in every water points of hhBSFs and school BSFs ready for PQ Manager to verify and submitted to the donors. - To support the PQ Manager in developing and maintaining tools for effective project monitoring and evaluation. - To support and/or facilitate the PQ Manager in providing training/ coaching to program teams on how to complete data via mWater, taking photos, and reading report on dashboard. - To contribute to the monitoring outcomes of programs, included hhBSF and school BSF, - To assist the PQ Manager in collecting and consolidating monthly, quarterly and annually statistics for CC management, Board of Director, donors, and stakeholders. - To provide technical supports on data collection of installation and monitoring such as, mWater questionnaires completion, statistic preparation, correct photo capturing, and accurate GPS collection. - Perform other tasks, which are required by Program Quality Manager. - To take minutes for the meeting on behalf of PQ Manager.
Major challenges facing this position:	- Classification and arranging lot of stuffs from the programs orderly and by section as the programs have been operated in many provinces. - Ability to produce high-quality work under pressure and to tight time frames. - Ability to be a team player and participate in many different activities. - Report writing/ English knowledge.

2. Main Duties:

Accountability:	Specific Activities:
Monitoring and Evaluation support	- 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. • Perform document translation from Khmer to English and vice versa as needed.
Project tasks	• Visit provincial project often to support data collection teams or spot check monitoring process as required by the Program Quality Manager. • Visit provincial projects occasionally with program managers or other departments and accompany visitors to visit the projects • 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. • Provide and organize a meeting between PQ manager and program managers, field staff or data collectors. • To take minutes in the meeting on behalf of PQ Manager.
Administrative tasks /reporting and Training	• Support the Program Quality Manager in training of field team on M&E reporting requirements. • Participate in strengthening capacity building to all project's staff. • Verify GPS data, review pictures of filter's beneficiaries submitted from programs and post or store them in the system accordingly. • 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.
Other duties	• 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.

3. Personal Profile Required:

Experience	• 1-2 year work experiences in Program Quality/M&E or related field.
Education & Training	• Hold Bachelor Degree in English Literacy or related fields.
Skills and Competencies	• 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 communication effectively in Khmer and English (written and spoken). • Good at numeric. • Demonstrate good initiative • Ability to prioritize to meet with deadlines.
Personal Attributes	• Commitment to Clear Cambodia's values and mission. • Confident and patient • Good team work • Honesty/integrity • Transparency • Servant hood • Flexibility/ adaptability