**ROLE PURPOSE**

**Role Title:** Project Officer – M&E  
**Division:** Global Program  
**Location:** Phnom Penh, Cambodia  
**Date:** Aug 2023  
**Employment type:** 2 years fixed duration, possible renewal  
**Reports to:** Program Coordinator  
**Number of direct reports:** None  
**Leadership Band:** Leads self

**Purpose of the role:**

The **Project Officer – M&E** is accountable for supporting the strategic planning, design, implementation and monitoring and evaluation of **Scaling Up Refractive Error Service (SURE)** program that are aligned to The Foundation’s strategic framework.

The **Project Officer will own the outcomes of:**

1. Develop program workplan and budget for implementation, to ensure alignment of The Foundation and partners’ workplan.  
2. Provide close monitoring on partner workplan, support implementation, and solve problems, including regular review of partner’s expenditure and financial reporting.  
3. Develop monitoring, evaluation, reporting and learning (MERL) strategy and planning for the project.  
4. Lead the implementation of the MERL plan.  
5. Provide regular technical support to partners related to refractive errors and school eye health program in line with the FHF global and local strategic objectives, and Cambodia national and sub-national eye health strategic plans.  
6. Provide support to the program coordinator and the program manager in report writing and assist in program monitoring, evaluation and learning.  
7. Support in advocacy and policy dialogues to strengthen eye health and school eye health systems.  
8. Manage and built relationships with partners, donors and other stakeholders to achieve the goals of The Foundation.  
9. Manage and build relationship with relevant staff across FHF to leverage synergies and strengths contributing to FHF vision and mission.  
10. Participate in strategic planning, assessment or review teams in order to make technical recommendations and improve outputs/outcomes.  
11. Represent The Foundation and make presentations at formal meetings and conferences.  
12. Perform relevant administrative tasks with high quality and in a timely manner.  
13. Other tasks as requested by the manager.

**Our Capabilities:**

**As a member of The Foundation Family you will:**

1. Live by the values of The Foundation and support The Foundation’s culture, performance and brand.  
2. Adhere to all The Foundation’s policies and procedures.  
3. Strengthen the health, safety and well-being of all/look out for the well-being.  
4. Lead, collaborate and contribute in all interactions.

**Essential Experience:**

- Proven experience in project management.  
- Proven experience in monitoring, evaluation and learning.  
- Proven experience in building relationship and good communication with national and sub-national government partners and stakeholders.  
- Proven experience in across culture working environment.  
- A proven track record of delivering project successfully  
- At least 3 years professional work experience, preferably in a public health or social development.

**Skills:**

- Project/Program management  
- Monitoring and Evaluation  
- Health program development  
- Health system strengthening  
- Capacity building to partners

**Desirable Experience:**

- Eye health clinical experience  
- Health sector development experience
• Sub-grant management
• Strong English competency

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<tr>
<th>Qualifications:</th>
<th>The position involves:</th>
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<tr>
<td>Under or post graduate qualification in Public Health, Management, Social Development, or related field</td>
<td>This position is recognised as having “Contact with Children” either direct or indirect</td>
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<td></td>
<td>This position does not involve “Working with Children” either direct or indirect.</td>
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<th>Travel:</th>
<th>Additional Responsibility:</th>
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<tr>
<td>International/Domestic</td>
<td>Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.</td>
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This role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific details.

To work in The Foundation, you will:

- Be eligible to work in Cambodia
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children