ROLE PURPOSE

The Fred Hollows Foundation

Role Title: Monitoring, Data Management (MDM) Coordinator

Division: Global Program

Location: Cambodia

Date: Nov 2026

Employment type: 2 years fixed duration, possible renewal

Reports to: Head of Program

Number of direct reports: 0

Leadership Band: Leads others

Purpose of the role:

The Monitoring, Data Management (MDM) Coordinator is accountable for supporting the Cambodia country program teams to engage to a high standard, in The Foundation's monitoring, evaluation, reporting, learning and data quality assurance processes and building a culture of continuous quality improvement across the hub's programs. This position will have a primary portfolio of the Cambodia program. The coordinator will work with MERL Manager to support the Cambodia country program team to engage effectively with processes outlined in the Monitoring, Evaluation, Reporting and Learning (MERL) Framework, and data quality assurance activities. The position will continuously build M&E capacity across the program and implementing partners to ensure the MERL framework is applied and utilised to inform program quality improvement. The position will also design MERL plan and necessary tools and collect the country program data for reporting.

The **MDM Coordinator will own the outcomes of:**

1. Monitoring processes and systems
    - Coordinate and support in the development, implementation and review of The Country Program's MERL frameworks, processes, and systems at both country and global level.
    - Provide M&E support to program team and partners, collect data from implementing partners and ensure that data management is meeting and reporting is meeting the quality standard.
    - Provide support to the MEL manager in incorporation of The Foundation's MERL standards, including the Research and Evaluation Policy, in project and country plans and activities.
    - Perform monitoring against project and country strategy MERL frameworks.
    - Facilitate thematic MERL learning initiatives at both the country program and global level.
    - Contribute to strategic MERL initiatives, including organisation level thematic reviews and learning synthesis.
    - Conduct relevant field travel to assess and support implementation of The Foundation's MERL framework and related policies.
    - Design MERL plan with MEL manager and necessary tools and collect the country program data for reporting.
    - Support the development of MERL plan for country strategy and programs.
    - Undertake other tasks assigned by MERL Manager, Head of Programs and Cluster Manager Cambodia.
2. Data Management and Quality
    - Coordinate for data collection and analyse verifiable quantitative and qualitative data for project improvement.
    - Work collaboratively to implement The Foundation's data quality assurance and health information systems, process and tools.
    - Support the country office in maintain a central country program database with standardised indicator definitions, data collection templates, coding conventions and version control to support consistent reporting across implementing partners.
    - Conduct routine data quality checks for completeness, accuracy, consistency, timeliness and duplicate records; verify reported results against source documents and follow up with partners to resolve discrepancies.
    - Maintain a data quality issue log, agree corrective actions and deadlines with implementing partners, and track resolution with the MERL Manager.
    - Consolidate and analyse partner data against agreed indicators, disaggregate results by sex, age, location and other relevant equity dimensions where appropriate, and prepare reporting datasets and summaries for review by the MERL Manager.
    - Apply agreed data protection procedures, including role-based access, secure storage and transfer, regular backups and retention schedules, to safeguard sensitive program and beneficiary information.
    - Provide practical coaching to partners on data entry, indicator definitions, source documentation and data quality checks, and use findings from routine reviews to improve data collection tools and workflows.
3. Partner capacity development
    - Support country teams to identify opportunities and develop plans to strengthen partner MERL practice, with a focus on strengthening the eye health data management.
4. Other tasks as requested by your manager and MEL Team

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:

- Demonstrated experience designing and using project/program monitoring and evaluation frameworks.
- Experience designing, commissioning and/or conducting project or program evaluation
- Experience in project or program delivery, preferably in an international development context.
- Experience in or understanding of use of data in the health sector.
- Experience working across cultures.

Skills:

- Monitoring and Evaluation
- Health program development
- Health system strengthening
- Capacity building to partners
- Program management
- Strong English competency

Desirable Experience:

- Data management experience
- Health sector development experience.

Qualifications:

Bachelor of computer sciences, social sciences, public health , international development, or a related field

The position involves:

This position is recognised as having "Contact with Children" either direct or indirect

This position does not involve "Working with Children" either direct or indirect.

Travel:

International/Domestic

Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways which safeguard the health and safety of workers.

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