

Job Description

Position Title	Monitoring and Evaluation Intern
Programme Unit	Monitoring and Evaluation
Reporting to	Monitoring and Evaluation Specialist
Type of Contract	Full-time internship (6 months)
Duty Station	Phnom Penh Office, Cambodia
Starting Date	September 2016

1. Overall Goal

Monitoring and Evaluation (M&E) Assistant (Intern) will be working, under the direct supervision of the Monitoring and Evaluation Coordinator, with the all programme teams to implement TI Cambodia's monitoring and evaluation plan. The M&E Assistant Intern will be mainly responsible for monitoring M&E Database, gathering and maintaining data, and following up and reporting progress of project activities.

2. Objectives

- Provide supports in updating M&E database, response to all staff's questions involving M&E Database
- Provide assistance in monitoring and evaluation, data collection, interviews, surveys, data clarity and data delivery to the Monitoring and Evaluation Coordinator
- Assist in analysing and compiling data to measure the progress and impact of projects' activities
- Prepare and submit success stories of projects' activities
- Assist in the development, implementation and use of a quality programme monitoring framework (tools and processes)

3. Overall Responsibilities

- Work closely and on a daily basis with the Monitoring and Evaluation Coordinator on all data collection, data entry and data analysis
- Provide day-to-day supports in monitoring and evaluation, data collection, interviews, surveys, data clarity and data delivery
- Provide day to day verifying data quality and ensure all data is input into database platform and analysed in an integrity manner
- Under the supervision of M&E Coordinator, perform other tasks as required.

4. Knowledge, Experience and Skills

- Fresh graduate or at least third year student studying for a Bachelor's degree in social sciences, Management Information System and/or any other related fields;
- Basic knowledge/skill of SPSS, Excel and Microsoft Word. Knowledge in database management systems (DBMS): Ms. Access, MySQL and Joomla is a plus;
- Good communications and interpersonal skills, including the ability to build and maintain relationships with people from diverse backgrounds;
- Be passionate and committed to achieving TI Cambodia's mission, goals and core values;
- Ability to work independently, under pressure, and with high level of commitment to ensure all outputs are achieved on time and to a high standard;



- Desire to learn, willingness to ask questions, cultural sensitivity, and flexibility are desired characteristics.
- Good command of English and Khmer.