

Monitoring and Evaluation Junior Coordinator (based in HCMC)

About AIP Foundation

AIP Foundation is a U.S. registered 501 (c) (3) non-profit organization addressing the pervasive and devastating rate of road traffic crash injuries and fatalities in developing countries through a holistic set of programs, with a particular focus on helmet use and safety products. Our pillared strategy includes access to safe equipment, public awareness campaigns, school-based and targeted population campaigns, technical assistance particularly focused on legislative advocacy and helmet standards, and research, monitoring, and evaluation.

Currently, AIP Foundation has approximately 50 staff with offices in Ho Chi Minh City and Hanoi in Vietnam, Phnom Penh in Cambodia, Bangkok in Thailand. AIP Foundation funders and partners include a wide variety of public and private donors. As a member of the United Nations Road Safety Collaboration, AIP Foundation provides input to reports made by the UN Secretary General to the UN General Assembly. For additional information, please visit <http://aip-foundation.org/>

Summary

The Monitoring and Evaluation (M&E) team works to provide leadership, oversight, and coordination for the M&E, Research activities of AIP Foundation programs and projects with a clear methodology that supports the efficient implementation and achievement of goals.

The M&E Junior Coordinator will be based in Ho Chi Minh City, Vietnam. The M&E Junior Coordinator will report directly to the M&E Manager in Ho Chi Minh City. In addition, the M&E Junior Coordinator will work closely with other M&E staff, program staff in Vietnam, Cambodia, Thailand, and China as well as all other departments.

A key focus of this position will be supporting in implementing M&E and Research Activities include data collection, data analysis, data management and dissemination. The position requires extensive experience with database management as well as an understanding of M&E concepts and theory. The M&E Junior Coordinator also provides some administrative and logistical support to the M&E Manager.

Line management/Appraised

This role will be appraised by the M&E Manager.

Job Description

Responsibilities	Description
	The responsibilities listed below are inclusive, but not exhaustive, of the role. It is reasonable to assume that additional tasks will be requested, as and when needed.
M&E implementation	<ul style="list-style-type: none"> Support M&E Manager in providing M&E/Research plan and methodology for M&E Activities of projects from the program design to evaluation stage; to ensure that all requirements of project monitoring and evaluation are strictly followed by M&E Plan and requirements of the donors. Responsibility may include developing data collection tools, spot checks of the fieldwork and data collection, do data cleaning, data analysis and reporting (as requested). The Junior Coordinator also develop, under the instruction of M&E Manager, any necessary template for data collected form by using Excel, Epi Data Entry, Kobo Toolbox; Work with external consultants in all activities related to M&E of the projects. Conduct literature reviews to inform the design of new programs, as needed; Support M&E Manager to organize datasets from external road safety and population surveillance, as needed;
Data management	<ul style="list-style-type: none"> Support the M&E Manager to organize datasets from external road safety and population surveillance, as needed; Support the M&E Manager in design, managing and improving monitoring database (ActivityInfo) system; Regularly check project data and import into ActivityInfo; Support the M&E Manager in managing and storing data/documents in systems; Support in synthesizing data for publications, progress reports, annual reports;
Data dissemination	<ul style="list-style-type: none"> Ensure programs and development access and appropriately report monitoring data; Support development and communications to translate monitoring data into materials for outreach, external communications, fundraising, and advocacy; Analyze data, as needed; Support in data dissemination (presenting at workshop/conference, writing abstract/paper/manuscript), as needed;
Capacity building and training	<ul style="list-style-type: none"> Support to develop and revise M&E training materials and guideline, as needed; Conduct data collection training for staff and volunteers, as needed; Support M&E Manager to provide related M&E trainings for new staff orientation and/or to refresh the knowledge of current staff, as needed;

Others	<ul style="list-style-type: none"> • Support M&E Manager to provide training, orientation; • Support logistics, administration and planning for M&E activities and meetings; • Support to manage M&E workspace in Podio; • Support M&E Manager to provide bi-monthly, monthly management reporting to CEO; • Other tasks, as requested by the M&E Manager.
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Qualifications

- Bachelor's degree in biostatistics, public health, social science, evaluation, information technology, or a related field;
- 4+ years relevant work experience;
- Understanding and experience in project monitoring and evaluation is preferable;
- Proficiency in database management a plus;
- Advanced computer skills, especially MS Office applications and statistical software (e.g. SPSS, Stata, R, etc.) is preferable;
- Excellent written and verbal English;
- Ability to prioritize whilst managing expectations;
- Flexible attitude;
- Commitment to AIP Foundation's mission, vision and core values;
- Honest and trustworthy;

Contact and application deadline

The position will be hired locally in Vietnam.

Applications are due on **24 March 2022**. However, please note that applications will be reviewed on a rolling basis and interviews may be conducted before the closing date.

Please submit your **Cover letter & CV** and at least two references with email address & telephone number to our AIP Foundation email address at: jobsvietnam@aipf-vietnam.org

The reference check will only be carried out with the final selected candidate and well informed to candidate before contacting his/her references.

All applications will be carefully vetted, including working history and background checks.