Lead with insights, transform data into action –Join us as a Data & Knowledge Management Coordinator!

About the role

The *Data & Knowledge Management (KM) Coordinator* will lead the monitoring, evaluation, accountability, and learning (MEAL) system for both MekongElevate and Landmark projects, ensuring high-quality data collection, analysis, and reporting to track progress and inform decision-making. This role will also oversee data management and visualization, ensuring project insights are effectively captured, analyzed, and shared with internal teams and stakeholders for adaptive learning and policy engagement. Additionally, the Coordinator will lead the implementation of select key activities.

MekongElevate project (70% LoE)

MekongElevate is a DFAT-funded multi-country initiative focused on strengthening climate resilience for ethnic minority communities - particularly women, youth, and people with disabilities - across Vietnam, Cambodia, and Laos. The project promotes *climate-smart agriculture (CSA), enhanced social protection and safety nets, and inclusive governance* to support community-led climate adaptation and mitigation.

Landmark project (30% LoE)

Landmark, an EU-funded project, focuses *on improving ethnic minorities' access to citizenship, land, healthcare, and early childhood education (ECE)* in Nghe An and Son La provinces, where Thai, H'Mong, and Kho'Mu ethnic communities face barriers due to geographic isolation, legal complexities, and social norms. This project strengthens both community demand and government responsiveness to improve service delivery and legal access for ethnic minority households.

Key Responsibilities

1. Monitoring, Evaluation, and Learning (MEL)
- Develop and implement the M&E framework, tools, and methodologies to track project progress and impact, ensuring timely data collection, validation, and analysis focusing on gender-disaggregated and disability-inclusive indicators.

- Lead and coordinate baseline, mid-term, and final evaluations, working with external consultants and program teams.

- Develop real-time monitoring systems using digital tools for adaptive management, integrating key indicators related to climate resilience (MekongElevate) and access to citizenship, land, and social services (Landmark).

- Facilitate learning sessions, reflection workshops, and adaptive management processes to continuously improve program effectiveness.

- Ensure MEL data informs strategic decision-making and reporting to donors, government partners, and key stakeholders.

- Lead the implementation of the Feedback and Accountability Mechanism (FAM) within the project, including capacity building for the project team and partners to strengthen responsive feedback management.

2. Data Management and Analysis
- Establish and maintain data collection, storage, and reporting systems, ensuring accessibility and integrity.

- Develop data visualization tools and user-friendly dashboards to make insights more actionable for project teams and decision-makers.

- Oversee compliance with data protection policies and best practices in handling sensitive project information.

3. Knowledge Management and Stakeholder Engagement
- Work with the Communications Manager and partners to translate MEL findings into reports, policy briefs, and learning materials.

- Organize and facilitate knowledge-sharing events and learning exchanges to strengthen institutional learning.

- Support teams and partners in utilizing M&E tools, applying effective data collection methods, and implementing knowledge management best practices.

- Engage with government agencies, local organisations, and research institutions to ensure project data and learning contributes to policy discussion and implementation.

- Support MEAL Advisor in enhancing knowledge management at the organizational level.

4. Implementation of select Landmark activities
- Work with NGO partners to implement activities that promote access to social services, particularly health and early childhood education in Son La province, ensuring a gender lens is integrated into planning and execution.

- Work with local authorities and service providers to improve their responsiveness in facilitating access to those essential services for ethnic minority communities.

- Organize and facilitate dialogues that bring together ethnic minority communities and government officials to address barriers in citizenship, land, healthcare, and education access.

- Other relevant tasks as requested.

Ideally, you will have:

Essential Qualifications and Experience
- Strong expertise in MEL frameworks, data analysis, and visualization tools (e.g., Power BI, Excel, GIS), mobile data collection tools, and digital MEL systems.

- Proven experience in developing and managing MEL systems, including indicator tracking and impact assessments.

- Knowledge of qualitative and quantitative research methods, including participatory approaches.

- At least 5 years of experience in MEL, data management, or research coordination, preferably in international development, climate resilience, agriculture, or social protection projects in Vietnam.

- Experience working with ethnic minority communities and government agencies in Vietnam.

- Ability to synthesize complex information into accessible reports and knowledge products.

- Strong written and verbal communication skills in English and Vietnamese.

Desirable Qualifications
- Understanding of gender, disability and social inclusion (GEDSI) frameworks in development projects.

- Familiarity with EU and DFAT-funded projects and donor reporting requirements.

- Knowledge of Vietnam's policy frameworks on ethnic minorities, such as NTP-SEDEMA.

Interested?

We invite **Vietnamese candidates** to submit expressions of interest to join our team. Please email a letter of interest and CV in English language, to vnm.jobs@care.org by 4th April 2025. As part of our application process, we kindly ask that you include the following in the subject line of your application email: **KM Coordinator Application** - [Your Full Name].

Since 1989, CARE in Vietnam has partnered with a wide range of organizations to implement over 300 impactful projects across the country. We believe that true sustainable development can only be achieved by addressing the root causes of poverty, social injustice, and inequality. In collaboration with our partners, we are committed to empowering women and their communities—whether smallholder farmers, workers, or owners of micro and small enterprises—by enhancing their skills, confidence, and capacity to engage in economic development, adapt to climate change, and strengthen their resilience to natural or major disasters. Together, we aim to foster a society where development is inclusive, equitable, and accessible to all.

CARE participates in the Inter-Agency Misconduct Disclosure Scheme. In line with this Scheme, we hereby request information from the candidate's previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the candidate left employment. All offers of employment are subject to satisfactory references and appropriate screening checks. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.

CARE is an Equal Opportunity employer. We provide equal employment opportunities to all employees and qualified applicants for employment without regard to race, color, sex, religion, ancestry, national origin, age, disability, marital status, or veteran status, or any other characteristics protected under applicable law.