

## Monitoring and Evaluation Coordinator

Duty Station: HCMC, Vietnam

Status: Full time, one year renewable

Application due: 5.00PM on 30 June 2016

### Position Profile

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

The Monitoring and Evaluation Coordinator will be based in Ho Chi Minh City, Vietnam. The Coordinator will report directly to the Monitoring and Evaluation Manager in Ho Chi Minh City. In addition, the Coordinator will work closely with program staff in Vietnam, Cambodia, Thailand, and China.

A key focus of this position will be supporting data collection, storage, quality assurance, analysis, and dissemination. The Coordinator also provides some administrative and logistical support to the M&E Manager.

The position requires extensive experience with database management as well as an understanding of M&E concepts and theory. Candidates with experience conducting trainings will be preferred.

### Responsibilities

- Data management
  - Regularly check data entered into monitoring database (ActivityInfo) for quality and advise project teams on how to use data for program improvement
  - Provide technical support to resolve ActivityInfo bug reports
  - Review and revise operational procedures for ActivityInfo databases
  - Design and revise ActivityInfo databases, as new programs are introduced and current programs evolve
  - Liaise with ActivityInfo staff contacts
  - Maintain ActivityInfo's connection to Podio, our internal social network
- Quality assurance
  - Review samples of data collected for quality
  - Review data collection methods of external consultants
- Data dissemination
  - 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
- Knowledge management
  - Circulate summaries of new, relevant research
  - Organize datasets from external road safety and population surveillance
  - Add new, relevant research and notes to reference management software (Zotero)
  - Check quality and completeness of new entries in Zotero
  - Conduct literature reviews to inform the design of new programs
- Capacity building and training
  - Develop and refine M&E training materials, as needed
  - Conduct data collection training for staff and volunteers, as needed
  - Run ActivityInfo and Zotero trainings during new staff orientation and to refresh the knowledge of current staff
- Other
  - Coordinate regular meetings with M&E contacts in country offices
  - Lead logistics and planning for M&E activities and meetings
  - Manage M&E workspace in Podio
  - Design surveys and other data collection tools to gather data internally
  - Other tasks, as requested by the M&E Manager

### **Qualifications**

- Bachelor's degree in biostatistics, economics, public health, evaluation, information technology, or a related field, Master's degree is a plus
- 2+ years relevant work experience
- Proficiency in database development and/or management, ActivityInfo and Zotero a plus
- Understanding of research and evaluation methodology (practical experience preferred)
- Experience developing and implementing training preferred
- Ability to work well under pressure while juggling multiple tasks simultaneously
- Ability to prioritize with minimal supervision and work independently as well as function as a member of a team
- Ability to work with all programs, all staff and across time zones

- Strong written and spoken English; proficiency in Vietnamese or in a language spoken in Cambodia, Thailand, or China is a highly distinctive asset
- Advanced computer skills (MS Office applications, including Excel, PowerPoint, statistical software)
- Willingness to travel (15-25%)
- Candidates with experience in international health and development preferred

### **Contact and Deadline**

The position will be hired locally. Vietnamese nationals with strong English skills are strongly encouraged to apply. International applicants are welcome, but relocation assistance is unavailable.

Applications are due on June 30, 2016 at 5.00 PM. However, please note that due to the urgency to fill the position, applications will be reviewed on a rolling basis and interviews may be conducted before the closing date.

Please submit a one-page cover letter, maximum two-page resume, and three references with current email addresses and telephone numbers to [jobsvietnam@aipf-vietnam.org](mailto:jobsvietnam@aipf-vietnam.org). We will inform you before contacting your references.

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

### **About AIP Foundation**

The Asia Injury Prevention 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. Our pillared strategy includes helmet provision (manufacturing, selling, and supplying helmets); 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 a 50-person staff with offices in Hanoi and Ho Chi Minh City, Vietnam; Phnom Penh, Cambodia; Bangkok, Thailand; and Chengdu, China. In addition, we also guide initiatives in Uganda and Tanzania, among others. AIP Foundation funders and partners include a wide variety of public and private donors, including the U.S. Centers for Disease Control and Prevention, FIA Foundation, Atlantic Philanthropies, Safe Kids Worldwide, UPS, FedEx, Intel, Johnson & Johnson, and local government agencies. For additional information, please visit <http://aip-foundation.org/>