

JOB DESCRIPTION: Monitoring and Evaluation Fellowship

This part-time fellowship position will require the candidate to assist and/or manage data collection and program evaluation projects. Main project is an outcomes evaluation of a psychosocial intervention scheduled to run in July. Reports to Deputy Country Director. The position is based in HCMC.

RESPONSIBILITIES:

- Independently review all relevant project documentation, develop strong understanding of project timeline, methodology, and needs.
- Perform tasks assigned by Deputy Country Director to support Monitoring and Evaluation activities at the organization
- Record and update relevant information to track projects and compile necessary reports
- Supervise and coordinate data collection preparation, collection, and data entry, including data quality checks during data collection and during data entry (double data entry and reconciliation of discrepancies)
- Supervise team of data collectors including tracking their time and paysheets
- Coordinate and supervise logistics in terms of travel to data collection sites, procurement of study materials
- Monitor project spending and budgeting, keep records and receipts, prepare financial reports
- Participate in data collector training, and receive special training from evaluation consultants

QUALIFICATIONS:

- University education (Bachelors) completed. Master's student or recent graduate in Psychology, Social Work, Child Development, Public Health, Public Administration, Pre-Med or related field. Doctoral students early in their studies also considered.
- Completely comfortable working with people living with HIV
- Detail oriented, able to multitask and prioritize, able to work independently
- Ability to work to strict timelines and produce quality work under time pressure
- Strong project management skills
- Experience in research, monitoring and evaluation
- Some English comprehension/conversation ability required, stronger English skills preferred.

TIME REQUIREMENT: 20 hours per week, flexible schedule. May be required to work more over the summer. Some weekends required. Work schedule likely to be heaviest June-July 2014, late August-early September 2014, and January 2015

COTACTS: WORLDWIDE ORPHANS FOUNDATION

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