កិច្ចសហប្រតិបត្តិការអាល្លឺម៉ង់
DEUTSCHE ZUSAMMENARBEIT

អនុវត្តដោយ: giz Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Job Announcement

MEL Specialist

GIZ is a federally owned enterprise and is supporting the German Government in achieving its objectives in the field of international cooperation for sustainable development.

The ASEAN-Swiss TVET Initiative (ASTI) is a regional project funded by the Swiss Agency for Development and Cooperation (SDC) and jointly implemented by GIZ and Helvetas. ASTI operates in Cambodia and Lao PDR with the objective of making Technical and Vocational Education and Training (TVET) systems demand-driven, by applying the dual VET approach in enterprises and formalising work-based learning (WBL). Phase I of ASTI concludes in December 2026, and Phase II is foreseen for January 2027 to December 2030.

ASTI is looking for a MEL Specialist who owns the project's monitoring system, internal learning and external communication. The Specialist makes ASTI's data usable: building and running the digital monitoring platform, training partners to feed it, turning the data into reporting and reflection that steers implementation, and communicating results to partners, SDC, ASEAN bodies and the public. The position is based with GIZ in Phnom Penh and works with the country teams in Cambodia and Lao PDR.

The main duties of the position include:

- **Monitoring system.** Design, manage and populate the digital monitoring platform, linked to enrolment applications and tracking trainee enrolment and progression, participating enterprises and institutions, course delivery and completion, delivery costs and co-financing in near real time.
- **Partner capacity for data.** Train the GIZ and Helvetas team on M&E, and train sector associations, enterprises, TVET institutions and country teams to collect and enter monitoring data; run regular data-quality checks and follow up on gaps.
- **Reporting.** Consolidate output-level data across the countries into quarterly dashboards and inputs to the Annual Operational Report; track co-financing contributions; maintain the project risk register.
- **Project management cycle.** Support the country teams and the Team Leader in planning and reporting (yearly plan of operation, annual and semi-annual reports, reports to the ASEAN Secretariat and the ASEAN TVET Council); ensure that reporting is consistent with monitoring data and help draw conclusions on progress, results and the adaptation of key interventions; The Specialist organize strategic quarterly reviews, to review evidence and steer project management at national and regional levels.
- **Learning.** Organise the internal learning and exchange moments at which country teams and partners review the data: the annual Develop–Scale–Reflect review, cross-country exchanges and the reflection note for each Regional Programme Steering Committee.
- **Evidence and studies.** Support the design of research and evaluation assignments; identify and document cases for case studies, lessons learnt and stories of change. Serve as interface with the CEMETS Global Foundation: provide monitoring data and sampling frames for tracer studies and coordinate the employer surveys.
- **LNOB and GESI.** Serve as focal point at GIZ Cambodia for leave-no-one-behind reporting and gender equality and social inclusion; ensure that monitoring data is disaggregated and used accordingly.
- **Communication and visibility.** Produce in-country and regional communication products, including project briefs, inputs to ASEAN bodies, and strategy and material for the Skills Forum and Swiss visibility; ensure that all material is accurate, high quality and engaging.

- **Campaigns.** Supports to develop communication material and campaigns, including on new channels, to change the perception of TVET and promote enrolment in WBL; support the national teams with targeted products for specific audiences, and work with the Private Sector Engagement Advisors on developing case studies and success stories.

Required Entry Qualifications and Competencies

- Master's degree in social sciences, economics, statistics, development studies, communication or a related field, with training in quantitative and qualitative methods.
- At least seven years in monitoring, evaluation and learning for development programmes, including experience of setting up or running digital M&E systems and of training partners in data collection.
- Experience in research design, data collection and analysis (both quantitative and qualitative).
- Experience drafting learning and reporting products for international development partners.
- Strong digital data management skills: spreadsheets, survey and M&E platforms, dashboards; able to check data quality and present data clearly to non-specialists.
- A record in communication: writing and editing for business, ministry and donor audiences; producing briefs, stories and campaign material; commissioning design, video or digital products from service providers.
- Experience in TVET, skills development or private sector development, and familiarity with gender and social inclusion monitoring, are an advantage.
- Organised and accurate; able to work with teams in two countries and with partners of varying data capacity.
- Fluent Khmer and excellent written and spoken English.

How to Apply

Interested and qualified candidates are invited to submit the following:

- **Cover Letter:** Please specify the job title and justify how you meet the requirements. **Note:** Salary expectations (gross amount) must be included.
- **Updated CV:** Please do not attach certificates or diplomas at this stage.
- **Recommendation Letters:** Copies of your most recent recommendation letters from previous employers. (Please consolidate multiple letters into one PDF document)

Contact Details:
GIZ Office Phnom Penh
Email: hr-cambodia@giz.de

Closing date: ***23.11.2026***

Women, diverse people, and people living with disabilities who consider themselves to have suitable qualifications are encouraged to apply.
Only shortlisted candidates will be contacted for an interview within two to four weeks after the application deadline.
You can find this job advertisement on our Facebook page: www.facebook.com/gizcambodia and LinkedIn page: www.linkedin.com/company/giz-cambodia.

Important: All applications **must** be submitted directly to our official email address: hr-cambodia@giz.de.
Applications will only be processed if submitted through this designated channel.

GIZ does not collect applications, CVs, or personal details via Telegram, WhatsApp, or third-party links. Beware of unauthorized reposts or third-party advertisements. Always verify official vacancies through GIZ's official channels before sharing personal information.

Privacy Notice for Applicants:
The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is committed to protecting your personal data. All personal information you provide during the application process will be collected, processed, and stored in accordance with applicable data protection regulations, including the EU General Data Protection Regulation (GDPR).

By submitting your application, you consent to the processing of your personal data for recruitment purposes. Your data will be used solely within the context of the recruitment procedure and will not be disclosed to third parties without your consent, except where required by law. Your personal data will be retained only as long as necessary for the recruitment process and according to statutory retention periods.