

World Vision Foundation of Thailand is a Christian humanitarian, development and advocacy organisation devoted to improving the lives of children, their families and communities by tackling the root causes of poverty. With nearly 50 years of experience in the country, we help all people regardless of race, gender, and religion. Come join our team in Thailand, be part of our 40,000+ staff working in over 90 countries and share the joy of transforming vulnerable children's life stories!

Learn more about our work at worldvision.or.th

POSITION DESCRIPTION			
Job Title	Monitoring & Evaluation Specialist (IT & Data Quality)	Reports to:	Migrant Program Manager
JOB PURPOSE			
<p>To provide quality assurance and data validity on all monitoring data to ensure that reported results have supporting documentation and are in-line with GF, WV and TB/AIDS National Program requirements. The successfully candidate will provide data validation and data quality assurance for all results reported by SRs during monthly, quarterly and annual reporting. They will have a strong eye for detail and will identify issues in data quality and provide feedback to the M&E specialist and Migrant Program Manager to ensure data integrity and valid results are being reported to national programs, LFA and GF through PUDRs. They will oversee the establishment, development and improvement of the M&E system, with experience in statistical data analytics and programming. They will be responsible for data audits of SRs, identify gaps in data quality and provide capacity building interventions to improve data quality.</p>			
MAIN RESPONSIBILITIES			
% time	Activity	End Results	
65%	<p>Program Quality</p> <ul style="list-style-type: none"> ○ Establish and oversee M&E data quality system that is efficient and effective ○ Review supporting documentation for all M&E data reported by SRs and ensure that all results have supporting documentation ○ Identify gaps in data quality and provide feedback to SRs for improvement ○ Ensure monitoring data is in line with GF, WV and PDPA requirements ○ Conduct statistical analysis of data to identify data trends, challenges and gaps in implementation and report to program management team ○ Conduct field visits and data audits with SRs 	<ul style="list-style-type: none"> ○ Monitoring data integrity ○ Accurate results and data reported ○ Increased capacity of SRs to report with data integrity 	
20%	M&E System Maintenance	<ul style="list-style-type: none"> ○ Functional, user friendly M&E system in place 	

	<ul style="list-style-type: none"> ○ Oversee design and backend development of M&E system ○ Provide improvement updates to M&E system 	
25%	<p>IT Support</p> <ul style="list-style-type: none"> ○ Work closely with WVFT IT department to provide IT and database support to all program activities, including but not limited to: knowledge management database and system, activity register and tracking, project inventory and asset register database, partner engagement plan and monitoring, Indicator Tracking Tables and reports, program implementation dashboards, and other IT system support as required ○ Provide regular trainings and updates to WVFT and SR staff on IT systems, ensure streamlining of processes systems and user friendly approach 	<ul style="list-style-type: none"> ○ IT systems in place to support program management ○ Timely and accurate reporting of program management
10%	<p>Team Support and Coordination</p> <ul style="list-style-type: none"> ○ Actively participate in team meetings ○ Share data reports and information with other WV teams, including MEAL Department, SLT, and Grant Acquisition and Management Division. ○ Complete other tasks as required and assigned by line manager 	
SUCCESS PROFILE		
Required experience & demonstrated capabilities	<ul style="list-style-type: none"> ● At least 3 years' experience with M+E and/or IT systems ● At least 3 years' experience in a data quality assurance role ● Preferably experience working on public health programs ● Advanced skills in data collection and analysis ● Thai speaker, and at least intermediate in English ● Experienced computer program with experience in building IT systems for program management 	
Required qualifications	<ul style="list-style-type: none"> ○ Minimum bachelor's degree in IT, Computer Science, or relevant discipline ○ Computer competency including certificate on SPPSS or ODK 	

As a child focused organisation, World Vision Foundation of Thailand is committed to the safeguarding of children, therefore any offer of employment is conditional upon the successful completion of applicable background checks, including a criminal records check.

By submitting your application, you understand and accept that World Vision Foundation of Thailand will process the data you provide for the purposes of your application and in accordance with the World Vision Foundation of Thailand - Job Applicant Privacy Notice.

Applicants are required to send a CV and cover letter via email to Harley_Hamilton@wvi.org and Natpimon_Apipongpisarn@wvi.org. Applications will be reviewed on a rolling basis, with interviews scheduled with suitable candidates on a rolling basis. Any questions or requests for additional information can be directed to the emails above.