



VACANCY ANNOUNCEMENT: MONITORING & EVALUATION COORDINATOR

AIP FOUNDATION

AIP Foundation is a non-profit organization dedicated to saving lives on the roads and increasing access to safe, equitable, and sustainable mobility for all. We envision a world with zero road injuries and fatalities. Beyond empowering underserved road user communities, AIP Foundation tackles injustice related to youth engagement, workers' rights, gender equality, and environmental issues. For further information, please visit www.aip-foundation.org.

WHO WE ARE

- 50 passionate humans making the world a better place
- An inclusive and women-led non-profit
- A blend of local and international employees implementing programs in Vietnam, Cambodia, and Thailand.

We are looking for a qualified candidate to fill the following position at our office in Hanoi or Ho Chi Minh City, Vietnam.

MONITORING & EVALUATION COORDINATOR

Duty station: Hanoi or Ho Chi Minh City, Vietnam
Status: Full-time; Permanent
Application due: **31st May 2025** (Applications will be reviewed on a rolling basis)
Starting date: As soon as possible

POSITION PROFILE

The AIP Foundation is seeking a full-time position of **Monitoring and Evaluation (M&E) Coordinator** based in Hanoi or Ho Chi Minh city. A key focus of this position is coordinating M&E and Research Activities including providing data collection methods and tools, data analysis, data management, and dissemination of assigned projects. The position requires extensive experience with database management as well as an understanding of M&E concepts and theory. The M&E Coordinator also provides some administrative and logistical support to the M&E Manager. The M&E Coordinator reports directly to the M&E Manager. In addition, the M&E Coordinator works closely with other M&E staff, program staff in Vietnam, Cambodia, Thailand as well as all other departments.

KEY RESPONSIBILITIES

The responsibilities listed below are inclusive, but not exhaustive, of the role. It is reasonable to assume that additional tasks will be required, as and when necessary.

- **M&E Implementation**
 - Provide M&E/Research Plan and Methodology for M&E Activities of assigned projects.
 - Develop data collection tools, data entry forms, spot checks of the fieldwork and data collection, do data cleaning, data analysis, and support report development.

- Work with external consultants in all activities related to M&E of the project (if needed).
- Conduct literature reviews to inform the design of new programs, as necessary.
- Support the M&E Manager to develop and implement research projects.
- **Data Management**
 - Support the M&E Manager to organize datasets from external road safety and population surveillance, as needed.
 - Support the M&E Manager in designing, managing and improving monitoring database and data collection tools.
 - Support the M&E Manager in managing and storing data/documents in systems.
 - Support in synthesizing data for publications, progress reports, and annual reports.
- **Data Dissemination:**
 - Ensure other staff access and use appropriately in-charged project data for reports, external communications, fundraising and advocacy.
 - Involve in data dissemination (presenting at workshop/conference, writing abstract/paper/manuscript), as needed.
- **Capacity Building & Training:**
 - Develop and revise M&E training materials and guidelines, as needed.
 - Support M&E Manager to provide related M&E training for new staff orientation and/or to refresh the knowledge of current staff, or external consultants/volunteers, as needed.
- **Others:**
 - Support logistics, administration and planning for M&E activities and meetings.
 - Support M&E Manager to provide bi-monthly, monthly management reporting to CEO.
 - Other tasks, as requested by the M&E Manager.

REQUIREMENTS: QUALIFICATIONS, EXPERIENCE, SKILLS

- Bachelor's degree in biostatistics, public health, social science, evaluation, information technology, or a related field.
- 4+ years of relevant work experience.
- Proficiency in database management a plus.
- Understanding and experience in project monitoring and evaluation is preferable.
- Advanced computer skills, especially MS Office applications and statistical software (e.g. SPSS, Stata, R, etc.) are preferable.
- Excellent written and verbal English.
- Flexible attitude; Ability to prioritize whilst managing expectations.
- Commitment to AIP Foundation's mission, vision and core values.
- Honest and trustworthy.

APPLICATION REQUIREMENTS

Applications are due **31st May 2025**. However, please note that applications will be reviewed on a rolling basis and interviews may be conducted before the closing date.

Please submit your Cover Letter, CV and 3 references with email address and telephone number to **Ms. Chau Mai**, HR & Administration Officer at humanresources@aip-foundation.org.

Applications will be carefully vetted – including working history and background checks. Incomplete applications will not be considered.