



Pacific
Community
Communauté
du Pacifique

The Pacific Community (SPC) invites applications for the position of **Team Leader – Planning, Monitoring, Evaluation and Learning** within its Geoscience Energy and Maritime Division located at its regional office in Suva, Fiji.

Description

The **Pacific Community (SPC)** is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. In pursuit of sustainable development to benefit Pacific people, our organisation works across more than 20 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health, geoscience, and conservation of plant genetic resources for food and agriculture.

The **Geoscience Energy and Maritime (GEM) Division** provides advice, technical assistance, research and training support to Pacific Island countries and territories (PICTs). There are three (3) areas of scientific programming and two areas of focus within this division:

1. **Oceans and Maritime Programme (OMP)** – assists member countries with services that provide applied ocean science and knowledge for evidence-based policy-making and technical solutions for improved ocean and maritime governance, management and capacity development.
2. **Georesources and Energy Programme (GEP)** – assists member countries by applying technical knowledge in the areas of geoscience and sustainable energy use.
3. **Disaster and Community Resilience Programme (DCRP)** – assists member countries to demonstrate strengthened resilience through integrated action on disaster risk management, climate change adaptation, natural resource management and increased access to water and sanitation.

The role – **The Team Leader – Planning, Monitoring, Evaluation and Learning** will provide high-level advice and support on planning, monitoring, evaluation and learning for the GEM division to enhance the division's strategic planning, monitoring, and reporting of results for better development outcomes for the Pacific people.

The key responsibilities of the role include:

- Strategic planning and management
- Monitoring, evaluation and learning
- Results reporting (division and corporate) and internal reflections
- Contribute to GEM programme and project design and adaptation
- SPC and Division-wide PMEL capacity and support

For a more detailed account of the key responsibilities, please **refer to the online job description**.

Key selection criteria

Qualifications

- Master's degree in relevant field such as international development, evaluation, public sector policy, economics, or natural resource management

Knowledge and experience

- At least 10 years of experience in monitoring and evaluation for the sustainable development sector, with a thorough understanding of international best practices in a wide range of quantitative and qualitative evaluation methods and data analysis
- At least 3 years of experience in programme design and proposal writing for large bilateral donors, including conceptualising and technical writing
- Experience in international development, including design and implementation of MEL Frameworks
- Proven record in the design of effective monitoring systems, data collection tools, and reporting and consolidating data from multiple locations and projects for results reporting at the divisional level

Essential skills

- Skilled in the use of databases and systems for visualising, entering, processing/cleaning and extracting data, including experience with web-based monitoring and reporting systems
- Strategic thinker with well-developed analytical skills and meticulous attention to detail

- Experienced in strategic planning, consultation processes, and the development of monitoring systems
- Excellent report writing skills
- Ability to train and motivate divisional staff on MEL systems, proposal development, monitoring and results reporting and use of online reporting tools

Language skills

- Excellent English communication skills (oral and written) with a working knowledge of French being an advantage

Interpersonal skills and cultural awareness

- Strong people skills (influencing and relationship building)
- Ability to work in a multicultural, inclusive and equitable environment

Salary, terms and conditions

Contract Duration – 3 years – subject to renewal depending on funding and performance

Due to the current travel restrictions caused by the global COVID-19 pandemic, and the priority SPC places on its staff safety, health and well-being, please note that there may be delays in taking up the appointment. These matters will be discussed thoroughly with successful candidates. In most cases, any appointment and on-boarding would only commence when relocation to the duty station is permitted.

Remuneration – The **Team Leader – Planning, Monitoring, Evaluation and Learning** is a Band 12 position in SPC’s 2022 salary scale, with a starting salary range of 3,478–4,348 SDR (special drawing rights) per month, which currently converts to approximately FJD 10,260–12,825 (USD 4,974–6,217; EUR 4,174–5,217). An offer of appointment for an initial contract will normally be made in the lower half of this range, with due consideration given to experience and qualifications. Progression within the salary scale will be based on annual performance reviews. Remuneration of expatriate SPC staff members is not subject to income tax in Fiji; Fiji nationals employed by SPC in Fiji will be subject to income tax.

Benefits for international employees based in Fiji – SPC provides a housing allowance of FJD 1,350–3,000 per month. Establishment and repatriation grant, removal expenses, airfares, home leave travel, health and life and disability insurances and education allowances are available for eligible employees and their eligible dependents. Employees are entitled to 25 working days of annual leave per annum and other types of leave, and access to SPC’s Provident Fund (contributing 8% of salary, to which SPC adds a matching contribution).

Languages – SPC’s working languages are English and French.

Recruitment principles – SPC’s recruitment is based on merit and fairness, and candidates are competing in a selection process that is fair, transparent and non-discriminatory. SPC is an **equal-opportunity employer**, and is committed to cultural and gender diversity, including bilingualism, and will seek to attract and appoint candidates who respect these values. Due attention is given to gender equity and the maintenance of strong representation from Pacific Island professionals. If two interviewed candidates are ranked equal by the selection panel, preference will be given to the **Pacific Islander**.

Applicants will be assured of complete confidentiality in line with SPC’s Privacy Policy.

Application procedure

Closing Date – 2 June 2022 11:59pm Fiji time

Applicants must apply online at <http://careers.spc.int/>

Hard copies of applications will not be accepted.

For your application to be considered, you must provide us with:

- an updated resume with contact details for three professional referees
- a cover letter detailing your skills, experience and interest in this position
- responses to all screening questions

Your application will be considered incomplete and will not be reviewed at shortlisting stage if all the above documents are not provided. Applicants should not attach copies of qualifications or letters of reference. Please ensure your documents are in Microsoft Word or Adobe PDF format.

For international staff in Fiji, only one foreign national per family can be employed with an entity operating in Fiji at any one given time. SPC may assist on a case-by-case basis with submissions to Fiji Ministry of Foreign Affairs for their consideration and final approval. SPC cannot and does not make any guarantee whatsoever of approval for such applications to the Fijian Ministry of Foreign Affairs and where an application is approved, the spouse or partner will subject to such terms and conditions as may be set from time to time by the Ministry.

Please ensure that you respond to all the screening questions. If you do not respond to the screening questions, your application will be considered incomplete and will not be reviewed at shortlisting stage.

Screening Questions:

1. Briefly describe (400 words or less) your understanding of, and experience and demonstrated ability in:
 - a) Designing and running MEL systems and databases with extraction and analysis using both qualitative and quantitative evaluation methods
 - b) Developing and maintaining partnerships and collaborations to assess common objectives and facilitating meetings to gather MEL information for a specific project or objective within a project.
 - c) Writing MEL evaluation reports and information for a range of audiences, from government officials to private sector to community members.

2. SPC values monitoring and evaluative processes that inform learning, adaptation and planning. Please describe an example where you have used M&E to generate and apply learning for performance improvement.
3. Describe your experience in strengthening organisational culture for generation and use of robust MEL evidence, highlighting approaches with different organisational stakeholders from different sectors (MEL practitioners, programme managers, senior managers, science and technical staff, etc).