

- Noumea or Suva-based position
- Attractive expatriate package
- Join the principal development organisation in the region

The Pacific Community (SPC) invites applications for the position of **Monitoring, Evaluation and Learning Officer** within its Strategic, Performance and Learning division. The position will be located at its headquarters in Noumea, New Caledonia or 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 unique organisation works across more than 25 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience, and conservation of plant genetic resources for food and agriculture.

The Strategy, Performance and Learning (SPL) Division is a specialised unit within SPC's Office of the Director-General. SPL has staff based at our headquarters in Noumea, as well as our regional office in Suva. The team has the following core functions: (i) guiding strategic direction through development of the Pacific Community Strategic Plan and facilitation of the Subcommittee of the Council of Representatives of Governments and Administration (CRGA) that oversees the implementation of the plan (ii) increasing development effectiveness through leading and coordinating corporate monitoring, evaluation, reflection, reporting and learning; (iii) supporting the Director-General and the Senior Leadership Team (SLT) in undertaking strategic corporate initiatives, including organisational planning, organisational improvement or research and co-design of innovative and integrated projects and programmes, and iv) serving as a strategic coordination point for key relationships with external stakeholders, including member countries and territories, donors and development partners.

The role – The **Monitoring, Evaluation and Learning Officer** will support monitoring, evaluation and learning (MEL) systems, processes and capability both within SPC and regionally through the strengthening Pacific MEL initiative led by SPC.

The key responsibilities of the role include the following:

Develop and support the implementation of adaptive monitoring, evaluation and learning systems and processes for FIT and PacMEL projects

- Map FIT and PacMEL reporting and MEL requirements
- Identify information and system needs for collecting monitoring information
- Collaborate with FIT and PacMEL staff, FIT project teams, and other stakeholders to design and implement practical, robust, and sustainable MEL systems and processes
- Coordinate regular periodic MEL data collection for FIT and PacMEL

Manage internal ongoing monitoring, evaluation and learning responsibilities for SPL activities across all pillars of work

- Coordinate input of MEL data and evidence for SPL's work across all pillars including internal coordination of mid-year and end of year results reporting for SPL
- Quality assurance of monitoring and evaluation data on an ongoing basis
- Support facilitation of bi-annual and end-of-year results reporting and reflection processes for SPL, in consultation with SPL team
- Extract, aggregate and analyse MEL data for donor, SPC and other reporting processes, in consultation with SPL team
- Support ongoing utilisation of results, performance and learning information across SPL for learning, adaptation and communications purposes

Develop and contribute to improved MEL practice, systems and tools across SPC, particularly supporting the development of an organisation-wide MEL database system

- Support the development and implementation of a MEL data management system for SPC
- Support the development of tools for data visualisation and accessibility of MEL information and reporting
- Working with the MEL Adviser, continued development and refinement of the PMEL toolkit
- Working with the MEL Adviser, support the development of MEL capability, through SPC-wide MEL group (MELnet)

Provide MEL support to SPC divisions and operations, including support for evaluations, reviews, results frameworks and learning

- Apply technical knowledge and methodologies, analysis techniques, and MEL approaches to support Divisions in MEL to understand and report on impact
- Support the accessibility of evaluation outputs across SPC
- Implement participatory and culturally responsive processes to develop theories and models of what success in country and at sector and divisional means

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

Key selection criteria

Qualifications

- Bachelor's degree or equivalent in monitoring and evaluation, international development, public policy, statistics, economics or a related field.

Technical expertise

- At least 7-8 years-experience in monitoring and evaluation or other performance management information, including the development of MEL frameworks or databases and utilising a wide range of quantitative and qualitative research methods
- Experience working in the international development sector in the Pacific, with a good working knowledge of the Pacific region
- Experience supporting the development and implementation of data management systems and tools – including demonstrated experience in developing system requirements, and designing, testing and implementing practical business solutions
- Ability to train and mentor others in MEL and/or data management

Language skills

- Excellent engagement, facilitation and communication skills (oral and written) in English

Interpersonal skills and cultural awareness

- Experience working in an ethical, gender and culturally sensitive manner, and delivering high quality, user-focused reporting

Salary, terms and conditions

Contract Duration – This vacant position is budgeted until 31 December 2024 and is subject to renewal depending on performance and funding.

Remuneration – The **Monitoring, Evaluation and Learning Officer** is a Band 9 position in SPC's 2022 salary scale.

For a Noumea based position – a starting salary range of SDR (special drawing rights) 3,140-3,829 per month, which converts to approximately XPF 449,687-548,326 (USD 4,491-5,476; EUR 3,768-4,595). SPC salaries are not presently subject to income tax in New Caledonia.

For a Suva based position – a starting salary range of SDR (special drawing rights) 2,229-2,786 per month, which converts to approximately FJD 6,575–8,218 (USD 3,187–3,984; EUR 2,675–3,343). 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.

An offer of appointment for an initial contract will be made in the lower half of this range, with due consideration being given to experience and qualifications. Progression within the salary scale will be based on annual performance reviews.

Benefits for international staff employees – SPC provides a housing allowance (or subsidised housing in Noumea). 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 private policy.

Application procedure

Closing date: 13 November 2022 – 11:00 pm (Noumea time)

Job Reference: SH000189

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. The Pacific Community does not support dual spouse employment.

SPC does not charge a fee to consider your application and will never ask for your banking or financial information during the recruitment process.

Screening questions (maximum of 2,000 characters per question):

1. Describe an example of a MEL related data management system or process you have developed, including key technical and interpersonal approaches used for development
2. Provide an example where you have supported the use of MEL to improve or adapt a project or program

3. Describe your experience in strengthening organisational MEL culture with stakeholders from different sectors (MEL practitioners, programme managers, senior managers, science and technical staff, etc).