

The Pacific Community (SPC) invites applications for the position of **Monitoring, Evaluation and Learning Manager** 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 **Human Rights and Social Development (HRSD) Division** has a vision for just, equitable and resilient Pacific societies. It aims to achieve this by advancing human rights, equality and social inclusion for all Pacific people, grounded in cultural values and principles. The work of this Division includes work previously undertaken by the Regional Rights Resource Team in the area of human rights and good governance, and the Social Development Programme in the areas of gender equality and social inclusion, culture and youth development.

In line with its vision, the work of the Division encompasses the following focal areas:

- **Objective 1: Governance for human rights and social development:** Strengthen inclusive, transparent and active governance for human rights and social development.
- **Objective 2: Gender equality and social inclusion:** Mobilise, empower and build conditions for gender equality, equity and social inclusion in society and development.
- **Objective 3: Culture:** Promote, preserve and protect positive expressions of culture.
- **Objective 4: Social innovation and learning:** Enhance knowledge, learning and innovative solutions to accelerate impact on human development priorities.

Pacific Women Lead (PWL) is a new AUD 170 million Pacific regional development program, funded by the Australian Government. Commencing in 2021 for an initial period of five years, components of PWL will be managed and delivered by HRSD under its Business Plan and work programme for 2021-2025. The PWL program goal is that Pacific women and girls, in all their diversity, are safe and equitably share in resources, opportunities and decision-making, with men and boys. There are three end-of-program outcomes envisaged: (1) Women's leadership promoted; (2) Women's rights realised; and (3) Pacific regional partners increase the effectiveness of regional gender equality efforts.

The role – **Monitoring, Evaluation and Learning Manager** will lead the implementation of the monitoring, evaluation and learning framework and approach for SPC's Pacific Women Lead program, ensuring alignment with the MEL framework and approach for the HRSD Business Plan and work program 2021-2025, and providing management and technical assistance as required. The MEL Manager is a key role within the PWL programme team and works closely with the PWL Communications Adviser, collaborates with HRSD MEL staff and supervises the PWL MEL Officer, Research Officer and Database Officer. The MEL Manager provides overall quality assurance on reporting, advice, and capacity building to the PWL team within HRSD and several Pacific partners to continually improve data collection, reporting and learning processes. The role will also have responsibilities in risk management for the program and division.

The key responsibilities of the role include:

Lead the implementation (including data analysis and data collection) of the MEL framework (MELF) across the Pacific Women Lead program

- Oversees the strategic direction and management, including the design and implementation, of the MELF across HRSD's PWL program inclusive of the Pacific Girl project

Build Monitoring, Evaluation and Learning capacity of PWL team and PWL partners

- Develops capacity of the PWL team and partners to implement MEL activities, incorporating Pacific MEL methodologies, including to utilise MEL tools to collect and analyse information

Provide overall quality assurance of Monitoring, Evaluation and Learning activities and deliverables

- Supports quality assurance of MEL activities and deliverables in relation to the HRSD work program and SPC results monitoring and reporting

Monitoring, Evaluation and Learning strategic planning, policy, and programming advice

- Leads strategic advice with respect to planning, policies, and programming for PWL Monitoring, Evaluation and Learning

Leadership and management

- Supervises, manages, mentors, and supports direct reports to achieve work plan deliverables

Risk Management

- Develops and maintains the SPC PWL Risk Register, working closely with the Manager Programs (PWL) and the Program Coordinator (PWL)

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

Key selection criteria

Qualifications

- A postgraduate qualification in monitoring and evaluation, gender studies, development, social sciences, project/programme management or a related discipline

Technical expertise

- At least 7 years of experience in a similar role supporting MEL and/or related organisational systems for complex programs
- Experience undertaking MEL tasks for development programs, particularly in the area of gender, human rights and social development
- Understanding and experience in a range of MEL methodologies and approaches, including in MEL capacity development
- Knowledge of organisations (including civil society, government, and private sector) and individual leaders working in various areas of gender equality and issues affecting women across the Pacific
- Demonstrated capacity to interact with various stakeholders and facilitate linkages between organisations
- Experience in managing a small team
- Understanding and knowledge of Pacific cultural values and international human rights principles and standards, and how they apply to MEL

Language skills

- Excellent English communication skills (oral and written) with strong writing ability at a donor project reporting level

Interpersonal skills and cultural awareness

- Ability to work in a multicultural, inclusive and equitable environment
- Excellent interpersonal and representational skills with experience in building and maintaining effective working relationships with a range of different individuals and organisations
- Awareness of the cultural, political and religious sensitivities across the Pacific region

Salary, terms and conditions

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

Remuneration – The **Monitoring, Evaluation and Learning Manager** is a Band 11 position in SPC’s 2022 salary scale, with a starting salary range of 3,015–3,769 SDR (special drawing rights) per month, which currently converts to approximately FJD 8,896–11,120 (USD 4,312–5,390; EUR 3,619–4,523). 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 – 30 October 2022 at 11:59pm Fiji time

Job Reference: KK000041

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

Please ensure your documents are in Microsoft Word or Adobe PDF format.

Applicants should not attach copies of qualifications or letters of reference. These documents may be requested at a later stage.

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 be 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. Please describe a program-wide monitoring, evaluation and learning framework that you have developed, including the most important elements/components.
2. What experience have you had in managing a data analysis or synthesis process with a team, and what types of tools/processes did you find useful?
3. What processes would you recommend for measuring norms and attitude change?