

The Pacific Community (SPC) invites applications for the position of **Team Leader – Monitoring, Evaluation, Learning and Knowledge Management** 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 26 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.

The role – **Team Leader - Monitoring, Evaluation, Learning and Knowledge Management** will lead, strengthen and direct HRSD monitoring, evaluation, learning, and knowledge management and communication activities to ensure robust reporting, accountability to HRSD stakeholders, and application and sharing of learning to improve programme performance. This includes: implementing HRSD's Monitoring and Evaluation Framework (MEF); building quality, results-focused monitoring evaluation and learning (MEL) into HRSD programmes data collection, planning and reporting processes; overseeing communications and publicity; ensuring alignment with SPC and donor MEL and visibility requirements; knowledge management and the development, and strategic dissemination of knowledge products.

The key responsibilities of the role include:

- Monitoring, evaluation, learning and reporting
- Staff leadership, management and mentoring
- Programme/project development, design and resource mobilisation
- Knowledge management and communication

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

## Key selection criteria

### Qualifications

- Master's degree in a relevant field, such as international development, human rights, project management, evaluation or economics

### Knowledge and experience

- At least 10 years of experience in monitoring and evaluation of social change programme and projects, with good understanding of international best practices in development effectiveness and skilled in wide range of quantitative and qualitative evaluation methods and data analysis
- 5 years of experience managing staff including staff appraisal and performance management
- Experience in international development, including design and implementation of M&E Frameworks
- Experience in strategic planning and consultation processes
- Experience in programme communications, visibility and marketing
- Experience in MEL budget development and execution

### Essential skills

- Project management and coordination skills
- Ability to communicate programme learnings to a wide range of audiences through a variety of user-friendly knowledge products
- Ability to train, mentor and coach staff and country partners on M&E
- Strategic thinker with well-developed analytical skills
- High level of attention to detail

## Language skills

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

## Interpersonal skills and cultural awareness

- Ability to work in a multicultural, inclusive and equitable environment

## Salary, terms and conditions

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### Contract Duration – until 30 June 2024

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 - Monitoring, Evaluation, Learning and Knowledge Management** is a Band 12 position in SPC's 2021 salary scale, with a starting salary range of 3,478–4,348 SDR (special drawing rights) per month, which currently converts to approximately FJD 10,504–13,130 (USD 4,835–6,043; EUR 4,266–5,333). 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

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### Closing Date – 11 July 2021 at 11:45pm 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
- 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. SPC is a learning organisation and values monitoring and evaluative processes that support learning from our actions, challenges and achievements. Please describe ways in which you have used M&E to generate learning and disseminate and apply learning for performance improvement.
2. Please describe how you have developed a programme level results framework, and in your answer, please include technical and interpersonal processes.
3. What are two or three challenges faced in monitoring and measuring attitudinal, normative, community level or social change? Based on your experience, please share how you have dealt with these challenges.