

- 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 **Planning, Monitoring, Evaluation and Learning Adviser** within its Climate Change and Environmental Sustainability Programme. 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 **Climate Change and Environmental Sustainability Programme (CCES)** was established to enable SPC to strengthen and streamline its actions on climate change by bringing together work already undertaken by the organisation under a coherent strategic and technical leadership. In addition, it leads the actions of SPC on climate change and environmental sustainability, works with the Organisation's regional and international partners and promotes the integration of these issues into all development activities conducted by the Organisation's divisions.

**The role – the Planning, Monitoring, Evaluation and Learning Adviser** will provide high-level advice and support on planning, monitoring, evaluation and learning to the CCFP.

**The key responsibilities of the role include the following:**

### Planning and MEL for the Climate Change Flagship

- Lead the finalisation and management the Climate Change Flagship results framework, in consultation with key internal and external stakeholders.
- Coordinate the alignment of the Climate Change Flagship strategic processes and plans with the SPC strategic plan, key regional priorities, and donor needs.
- Facilitate Climate Change flagship planning, learning and reflection processes for the climate change flagship, and SPC-wide learning events.
- Lead the analysis, synthesis and presentation of results information from monitoring, reflection, and evaluation.
- Provide high quality, summary results and information needed for member and donor results reporting.
- Manage internal and external evaluations of the Flagship and its anchor investments, and other consultant input as required.
- Provide evidence-based advice and analysis to the Climate Change Flagship coordinator and CCES Director.

### Develop MEL processes, systems and capacity for the flagship

- Develop reporting templates, data collection instruments and other MEL systems / tools to assist divisions collect, analyse and utilise relevant MEL information.
- Actively contribute to the development of an SPC-wide planning and results reporting system in collaboration with SPL and the Climate Finance Unit.
- Provide advice and support MEL Advisers SPC divisions and the flagship coordination unit on MEL of climate change work.
- Organise structured capacity development activities on MEL for climate change, procurement of MEL providers.
- Provide quality assurance of MEL in projects under the flagship, including reviewing MEL frameworks and planning of evaluations, to ensure they meet quality standards.
- Utilize information from SPC's Financial Management Information System to link financial information and MEL results.
- Develop user-centred approaches for the visualisation of performance information.

### Manage CCES Contribution to SPC wide Planning, Monitoring, Evaluation, Reflection and Learning

- Facilitation of CCES divisional results reporting, including consolidating data from multiple locations and projects for results reporting at the divisional level.
- Reviewing and updating divisional KRAs and results framework, in line with the SPC Strategic Plan, the Flagship.
- Actively participate in SPC's MELNET community of practice, including contributing to a shared work programme.

### Support leveraging of climate finance

- Provide technical review and input to MEL of climate finance projects.
- Track and provide advice on MEL capacity for climate change, and participate in Pacific regional processes.
- Collaborate with the Climate Finance MEL officer to ensure alignment of Climate Finance portfolio MEL with SPC reporting.

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

## Key selection criteria

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### Qualifications

- Post-graduate degree in a relevant field such as international development, evaluation, public sector policy, economics, climate change or natural resource management.

### Technical expertise

- 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 conceptualizing and technical writing.
- Experience in facilitating design, reflection and learning processes.
- Experience doing “Systems Level” MEL for complex, multi-disciplinary programs, or experience of using MEL to support adaptive management.
- Proven record in the design and implementation of MEL frameworks, data data collection tools, and reporting and consolidating data from multiple locations.
- 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 and systemic thinker with well-developed analytical skills and meticulous attention to detail.
- Experienced in strategic planning, consultation processes, and the development of monitoring systems.
- Ability to accompany and motivate divisional staff on MEL systems, proposal development, monitoring and results reporting and use of online reporting tools.

### Language skills

- Excellent communication skills and report writing skills in English.

### Interpersonal skills and cultural awareness

- Strong people skills (influencing and relationship building) and ability to work in a multi-cultural and gender-sensitive environment.

## Salary, terms and conditions

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**Contract Duration** – This vacant position is budgeted until 31 March 2026 and is subject to renewal depending on funding and performance.

**Remuneration** – the **Planning, Monitoring, Evaluation and Learning Adviser** is a Band 11 position in SPC’s 2023 salary scale.

*For a Noumea based position* a starting salary range of SDR (special drawing rights) 4,206-5,161 per month, which converts to approximately XPF 637,132-781,844 (USD 5,636-6,916; EUR 5,339-6,552). 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) 3,091-3,864 per month, which converts to approximately FJD 9,118–11,397 (USD 4,142–5,177; EUR 3,923–4,904). 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. SPC salaries are not presently subject to income tax in New Caledonia.

**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 bilinguism, 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

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**Closing date:** 16 July 2023 – 11:00 pm (Noumea time)

**Job Reference:** CR000024

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.

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. Please describe an evaluation you have led, including your role in the team, the methodology, and key learnings from the evaluation.
2. How would you go about developing indicators to show organisation-wide outcomes in relation to climate change? What qualitative and quantitative information might you collect? (Prompt: consider climate change dimensions such as adaptation, mitigation and loss and damage, and different projects and teams across the organisation).
3. Please describe a situation where you have used MEL processes to create change. How did MEL recommendations or advice lead to change or adaptations?