



Pacific  
Community  
Communauté  
du Pacifique

- ***Suva-based position (Fiji)***
- ***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 (MEL) Officer** within its Human Rights and Social Development (HRSD) Division. This position will be 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 25 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.

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 **Monitoring, Evaluation and Learning (MEL) Officer** will provide high-level analysis and reporting of results relating to PROJECT Governance and the Pacific People Advancing Change (PPAC) program.

The key responsibilities of the role include:

### **PROJECT Governance risk monitoring and management portfolio**

- Consult project management team and HRSD colleagues, update and finalize the PROJECT Governance risk management plan.
- Design and apply relevant/user friendly tools, techniques, and strategies to monitor and track those potential events which could impact on the success of delivery and outcomes of PROJECT Governance.
- Establish the processes for risk management planning, identifying risks, analysis of risks, monitoring and taking risk mitigation measures to minimize impact on project outcomes.

### **Data collection, analysis, and coordination with Sub-Grantees**

- Support Data collection for specific PROJECT Governance activities where SHRAs and CFOs require support.
- Support Data analysis of PROJECT Governance MEL data
- Collating MEL data submitted by PROJECT Governance Sub-Grantees for inclusion in the narrative report.

### **Project monitoring and evaluation for PPAC**

- Support the implementation and improvement of PPAC Results Measurement Tables and Detailed Monitoring Plans.
- Make recommendations on improvements to existing data collection and reporting tools as well as data storing systems.
- Coordinate with PPAC focal points and CFOs to ensure that information and data is received.

### **Data collection, analysis and reporting for PPAC**

- Data collections undertaken for PPAC projects.
- Data analysis of PPAC MEL data
- Collating MEL data submitted by PPAC grantees and presenting to the PPAC lead in accordance with the Results management Framework.

### **Provide MEL training and mentoring support for PPAC grantees.**

- Conduct MEL sessions as part of routine PPAC capacity-strengthening and phase transition workshops.
- Provide MEL mentoring support to PPAC grantees, including supporting to them to develop Results Measurement Tables (RMTs) and implement MEL systems.

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

## Key selection criteria

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### Qualifications

- A degree in international development, project management, evaluation, human rights, or other relevant discipline

### Technical expertise

- At least 5 years of experience in monitoring and evaluation with a good understanding of international best practices in development effectiveness
- Strategic thinking and high-level analytical skills
- Skills in quantitative and qualitative data collection and analysis
- Experience in creating databases for the entering, processing, cleaning, and extraction of data.
- Experience in training or mentoring people on MEL

### Language skills

- Excellent English communication skills (oral and written).

### 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 31 December 2025** – subject to renewal depending on funding and performance

**Remuneration** – The **Monitoring, Evaluation and Learning Officer** is a Band 8 position in SPC's 2023 salary scale, with a starting salary range of 2,044–2,555 SDR (special drawing rights) per month, which currently converts to approximately FJD 6,030–7,537 (USD 2,739–3,424; EUR 2,595–3,243). 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: 22 August 2023 at 11:59pm (Fiji time)**

**Job Reference: JM000456**

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 Fiji 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.

**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. 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. 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.
3. What is the link between monitoring, evaluation, learning (MEL) and communication? Why, and how, is communication part of MEL?