

- 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 Land Resources Division (LRD) 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 **Land Resources Division (LRD)** provides effective expert scientific advice, capacity building and services on conservation, development and utilization of plant genetic resources, forest and landscape management, resilient agricultural systems, diversification of livelihood strategies and access to markets to maintain ecosystem services and improve land productivity and the food, nutrition security and resilience of Pacific communities. LRD has expertise in genetic resource conservation, resilient agriculture, biosecurity, pest and disease management, agricultural extension, plant pathology, entomology and animal health. It collaborates with governments, regional organisations, civil society and other SPC divisions to pinpoint the needs and priorities of Pacific countries and communities and provide technical expertise to address them. This mission is realized through four main thematic work areas, or pillars, and a progressively integrated approach to programming that works towards achieving SPC's development goals. LRD's integrated programming connects the pillars and its wider alliance with SPC and its seven other divisions, delivering a holistic programme of work for Pacific lands that meets the SPC vision of a region of peace, harmony, security, social inclusion and prosperity so that all people can lead healthy and productive lives.

The **Monitoring, Evaluation and Learning (MEL) Officer** will provide overall support, advice, and oversight on programme-level monitoring, evaluation and learning to the genetic resources programme. This will include leading the data collection and verification, analysis, and reporting of the pillar's results through the CePaCT Investment/Business Plan and against the LRD Results Framework in its Strategic Plan 2020 – 2025 and also systematize the Genetic Resources results framework for greater consistency, scaling up and refining of the Genetic Resources monitoring systems to allow efficient tracking of program results to inform reflection processes and compliance with reporting requirements.

The key responsibilities of the role include:

### Results Monitoring

- Support data collection and data analysis on progress against outcomes and lessons learned, to develop (or inform the development) of the program's progress reports as well as relevant project reports.
- Organise and facilitate internal reflection and learning workshops to document and verify progress against outcomes and lessons learned.
- Provide support, technical advice and quality assurance in the use and management of the technical database.

### Training and Capacity Building

- Provide guidance, review tools, templates for monitoring, evaluation and learning.
- Conduct staff training on key MEL concepts, data collection tools and processes
- Oversee and advise colleagues on information management processes by reviewing data collection efforts, overall data reliability, consistency, and quality

### Evaluation and Learning

- Develop TOR and coordinate external reviews or evaluations of genetic resources projects and programmes to ensure high-quality MEL deliverables.
- Provide timely and relevant information to team members, SPC and other stakeholders to ensure that M&E findings are regularly discussed and fed into all decision-making processes.
- Contribute to reflection workshops, case studies and documentation of results

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, social sciences, evaluation or other relevant disciplines is required.

### Technical expertise

- At least 5 years of professional experience in programme development and implementation, including planning, monitoring and evaluation, and reporting activities
- Demonstrated experience with quantitative and qualitative research methods, including surveys and focus groups
- Strong analytical, verbal, writing and data visualization skills and capacity to communicate to a range of audiences
- Experience working with donor-funded projects
- Demonstrated Proficiency with MS Office and visualization tools and database management.

### Language skills

- Excellent English communication skills (oral and written)

### Interpersonal skills and cultural awareness

- Excellent interpersonal and representational skills with experience in building and maintaining effective working relationships with a range of different individuals and organisations
- Ability to work in a multicultural, inclusive and equitable environment

## Salary, terms and conditions

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

**Remuneration** – The **Monitoring, Evaluation and Learning (MEL) 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: 24 August 2023 – 11:59pm (Fiji time)**

**Job Reference: JM000458**

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):**

Briefly describe (400 word or less) your understanding of, and experience and demonstrated ability in:

1. Designing and running MEL systems and databases with extraction and analysis using both qualitative and quantitative evaluation methods
2. Developing and maintaining partnerships and collaborations to assess common objectives and facilitating meetings to gather MEL information for a specific project or objective within a project.
3. Writing MEL evaluation reports and information for a range of audiences, from government officials to private sector to community members.