



Pacific  
Community  
Communauté  
du Pacifique

- **Suva-based position (Fiji)**
- **Attractive expatriate package**
- **Join the principal development organisation in the Pacific region**

*The Pacific Community (SPC) invites applications for the position of **PacMEL Coordinator** within its Strategy, Performance & Learning unit. 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 **Strategy, Performance & Learning (SPL)** unit is a specialized unit within the Office of the Director-General, with responsibilities for co-developing SPC Strategic Plan and the necessary methodology, capability and practice for monitoring and reporting against the Strategic Plan. SPL has staff based at our headquarters in Noumea, as well as our regional office in Suva. We provide whole of organization service (Secretariat and member) through i) Strategy and Planning; ii) Monitoring, Evaluation & Learning; iii) Programming and Design. Our work is focused on creating the conditions for change, grounded in contextually relevant and culturally responsive practice.

The role – **PacMEL Coordinator** will coordinate the implementation of the Strengthening Pacific MEL project and support the completion of project activities as required. The PacMEL Coordinator will also support engagement, partnership development, and socialization of the Pacific Monitoring, Evaluation and Learning Capacity strengthening Rebbilib roadmap with stakeholders.

The key responsibilities of the role include:

### **Pacific-led va'a for co-ordination**

- Project management and financial monitoring to support the implementation and completion of the final year of the current phase of MFAT funding.
- Facilitate consultative processes to co-ordinate and manage specific initiatives, relationships and collaborations, including negotiating priorities and arranging annual MEL convenings.
- Support the PacMEL Adviser and Relationships and Learning Adviser on implementing project activities, responding to requests, as well as other recommended strategies and actions in the voyage ahead as required.

### **MEL Capacity**

- Coordinate response to national and regional requests for capacity strengthening funding through the PacMEL project. This may include the engagement of consultants to support the team deliver training, procurement and other administrative support.
- Support the delivery of the regional MEL qualification currently in development through logistic and other project management support, including working with USP and other accredited training providers from across the Pacific region.

### **MEL Culture**

- Advocating for and mobilising resources to address Pacific MEL needs.
- Identifying the enabling conditions for MEL and supporting their monitoring and review to make adjustments where necessary.
- Supporting the identification of needs and priorities with focal points in their establishment of MEL units.

### **MEL Collaboration**

- Support the organisation of annual MEL regional convenings to share examples, discuss emerging issues, provide some structured learning opportunities and share knowledge and experiences and strengthen supportive networks.
- Support online and in-country communities of practice.
- Support stakeholder/ partnership engagement and management strategies, strengthening existing and establish new partnerships.
- Influence and advocate cultural competence for MEL with all stakeholders and partners.

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 graduate-level qualification in a relevant field such evaluation, international development, public sector policy, adult learning.

## Technical expertise

- At least 5 years of experience in the design, leadership, and management of programmes and projects in the Pacific.
- Understanding on Pacific ways of learning, engagement, and/or partnership building.
- Experience in monitoring, evaluation and learning for projects in the Pacific, and understanding of best practices in development effectiveness.
- Demonstrated experience in building or supporting communities of practice / professional networks.
- Capacity development skills.

## 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 – 10 Months** – subject to renewal depending on funding and performance.

**Remuneration** – The **PacMEL Coordinator** is a band 9 position in SPC's 2024 salary scale, with a starting salary range of 2,284–2,856 SDR (special drawing rights) per month, which currently converts to approximately FJD 6,808–8,509 (USD 3,038–3,798; EUR 2,832–3,540). 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** – SPC provides a housing allowance. Establishment and relocation grant, removal expenses, airfares, home leave, medical and life insurance and education allowances are available for eligible employees and their recognized dependents. Employees are entitled to 25 days of annual leave and 30 days of sick leave per annum, 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: 23 January 2024 at 11:59pm (Fiji time)**

**Job Reference: JM000548**

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 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. Describe a complex project you successfully managed from start to finish. What were the key challenges you encountered, and how did you address them to achieve the project's objectives?

2. How do you ensure effective communication and collaboration among project team members, peers and broader networks members?  
Can you share an example of a project where your communication approach led to positive outcomes?
3. Provide an example of your engagement and or experience in networks, especially in relation to monitoring, evaluation and learning in the Pacific.