



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 and Reporting Officer** within its Human Rights and Social Development 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 Division** has a vision for just, equitable and resilient Pacific societies and 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 (RRRT) in the area of human rights and the Social Development Programme (SDP) in the areas of gender equality and social inclusion, culture and youth development.

In line with its vision, the work of the Division will encompass the following focal areas:

- **Objective 1:** Pacific institutions are strong, transparent, and responsive for upholding and promoting human rights and implementing inclusive, gender sensitive and culturally respectful development.
- **Objective 2:** Pacific Civil Society understand and can advocate for their rights and uphold cultural values.
- **Objective 3:** Pacific culture is protected, preserved, and promoted and culturally relevant and appropriate knowledge and systems are integrated across all work.
- **Objective 4:** All PSC programs and operations are grounded in people centered approaches and consider the rights and cultural values of diverse groups including women, children, youth and persons with disabilities.
- **Objective 5:** HRSD Division teams work collectively, coherently, and efficiently and to a high standard to achieve shared success for Pacific societies.

The role – **Monitoring and Reporting Officer** will be responsible for ensuring effective, efficient and timely management and implementation of the HRSD Division's Results-Based Monitoring, Evaluation, and Learning, (RB MEL) Framework/System all geared towards the achievement of the divisional goal and must be aligned with the SPC – Strategic Performance and Learning (SPL) requirements, guidance and policies, and that of the HRSD and SPC development partners. Specifically, the officer shall provide high-level and precise analysis in reporting of results against established matrices of various programs, projects and aligned with the HRSD and SPC strategy and results frameworks.

The key responsibilities of the role include:

### Divisional Monitoring and Reporting

- Provide technical support to the development and management of the HRSD Division's Results-Based Monitoring, Evaluation, and Learning, (RB MEL) Framework/System and corresponding tools, and across programs, projects.
  - Ensure due diligence, quality assurance and timely fulfilment of division's monitoring and reporting obligations, including and across programs and projects of HRSD.
  - Contribute to the development, enhancement, and updating of the divisional RB MEL system and its corresponding tools aligned with the SPC-SPL guidelines and guidance, and policies.
  - Provide regular updates and input in the monitoring of project activities, to assess overall project implementation with respect to program or project objectives, outputs, and indicators

### Program and project monitoring and reporting

- Provide hands-on support in the monitoring and reporting of development results across programs and projects, and that of the divisional monitoring and reporting requirements for SPC and development partners.
  - Provide expert advice and onsite support in planning, implementation and management of all monitoring and reporting activities across programs and projects.
  - Establish links with MELKMC program/project team, relevant technical specialists, both within the HRSD, SPC and relevant Pacific institutions, and draw on these to provide technical advice and inputs.

### Capacity building, learning and reflection

- Build capacity and skills of program and project staff and participating stakeholders through capacity building in Results-Based Management (RBM) and Reporting.
  - Train, mentor, coach program and project staff on knowledge management and communications techniques for achieving development impact.
  - Provide experts advise in the development and implementation of various communications plan and campaigns.
  - Share experience and lessons learned in the implementation of various MEL and reporting techniques and tools for effective and impactful reporting of development 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 a relevant field such as development management, international development, project management.

### Technical expertise

- At least 5 years of relevant experience in development communications or similar role supporting development programs and projects.
- Proven experience in quantitative and qualitative methods of gathering evidence for tracking and evaluating development results.
- Excellent analytical and writing skills (can show sample of reports prepared indicating use of monitoring data and information for reporting development results).
- Good knowledge on RBMEL and Results-Based Management (RBM).
- Ability to demystify complex and vague topics and issues, knowledge for various audiences, hierarchy of organizations and institutions, and people of all diversities.
- Demonstrated capacity to interact with various stakeholders and facilitate linkages between organisations.
- Excellent interpersonal and representational skills with experience in building and maintaining effective working relationships with a range of different individuals and organisations.
- Understanding and knowledge of Pacific cultural values and international human rights principles and standards, preferred.

### 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 30 June 2027** – subject to renewal depending on funding and performance.

**Remuneration** – The **Monitoring and Reporting Officer** is a band 8 position in SPC’s 2024 salary scale, with a starting salary range of 2,044–2,555 SDR (special drawing rights) per month, which currently converts to approximately FJD 6,091–7,614 (USD 2,719–3,398; EUR 2,534–3,167). 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: 14 April 2024 at 11:59pm (Fiji time)**

**Job Reference: JM000602**

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. Please describe your approach in reporting development results. You may provide the basic processes and corresponding data requirements.
2. As reporting officer, you will be required to maintain data and information as basis for formulating the reports. In HRSD we are using at the minimum Excel and PowerBI as tools for analyzing data. Can you provide a sample of your work utilizing these applications (e.g., data visualized, graphs and corresponding report) to illustrate your level of proficiency?
3. Please provide an example of a piece of writing you have recently completed (preferably a technical progress report of a development project or a publication), that you think best illustrates your excellent English written communication skills.