



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 Adviser – Pacific Humanitarian Warehousing Programme** 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 **Geoscience Energy and Maritime (GEM) Division** provides advice, technical assistance, research and training support to Pacific Island countries and territories (PICTs). There are three (3) areas of scientific programming and two areas of focus within this division:

1. **Oceans and Maritime Programme (OMP)** – assists member countries with services that provide applied ocean science and knowledge for evidence-based policy-making and technical solutions for improved ocean and maritime governance, management, and capacity development.
2. **Georesources and Energy Programme (GEP)** – assists member countries by applying technical knowledge in the areas of geoscience and sustainable energy use.
3. **Disaster and Community Resilience Programme (DCRP)** – assists member countries to demonstrate strengthened resilience through integrated action on disaster risk management, climate change adaptation, natural resource management and increased access to water and sanitation.

The **Pacific Humanitarian Warehousing Program (PHWP)** is an eight-year multi-donor, multi-country investment to enhance humanitarian warehousing capabilities across 14 Pacific Island Countries and Timor-Leste via three areas of intervention – warehousing infrastructure, supplies (non-food items) and warehousing systems, including integration into local and regional humanitarian architecture. The program is framed by three thematic priorities – Gender equality, disability and social inclusion; localization; and green humanitarian action. By the end of the eight-year period, it is expected that Pacific Island Countries and Timor-Leste are able to respond to disasters increasingly independently and sustainably.

The role – **Monitoring, Evaluation and Learning Adviser – Pacific Humanitarian Warehousing Programme** will play a pivotal role in ensuring the refinement and implementation of the monitoring, evaluation and learning Plan for the PHWP. The Advisor will work closely with stakeholders (internal, contributing governments and participating countries), to drive continuous learning and development, and support evidence-based decision-making.

The key responsibilities of the role include:

### **MEL Plan and MEL System Development and Implementation**

- Develop the MEL Plan and supporting systems, ensuring alignment with relevant donor standards, including but limited to DFAT.

### **Data collection and analysis**

- Manage the collection, analysis, and interpretation of data related to PHWP, including ensuring data quality, conducting quantitative and qualitative analysis, and generating meaningful insights.

### **Research and learning**

- Promote a culture of learning within the Programme (and, by extension, the organisation) by facilitating knowledge sharing, conducting lessons learned sessions, and disseminating best practices; ensure that lessons from MEL activities are integrated into programme design and decision-making.

### **Reporting and Communication**

- In cooperation with the Communications and Stakeholder Engagement Advisor, deliver effective reporting products to ensure that the insights and findings derived from MEL activities are communicated to relevant stakeholders, facilitating informed decision-making and organisational learning.

### **Management and Leadership**

- Contribute to a team environment that is high-performing, respectful and committed to continuous learning, lead by example.

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

## Key selection criteria

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### Qualifications

- Postgraduate degree in a relevant area including evaluation, public sector policy, project management, international development, disaster risk management, climate change, water and sanitation or natural resources management.

### Technical expertise

- At least 7-8 years of relevant experience at the regional or international level in monitoring and evaluation for donor-funded projects or programmes.
- Demonstrated experience in programme MEL design and delivery for large multi-disciplinary, multi-donor programmes with an ability to streamline MEL processes to meet multiple audience (and donor) information demands.
- Broad understanding of the development context, as well as the challenges and opportunities that frame programme implementation within the Pacific.
- An excellent understanding of international best practices in development effectiveness.
- Knowledge and experience in creating/using tools and strategies for the efficient and effective entering, processing, cleaning, extraction and analysis of data.
- A collaborative and open communication style with strong interpersonal and influencing capabilities to build relationships across different stakeholder groups.
- Demonstrated ability to work effectively in a team-based environment and supervise junior staff.
- Experience in successfully working within a deadline-driven environment.
- Fully functional computer skills across an array of Microsoft applications including Excel, Word, Outlook and PowerPoint.

### 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 – 3 years** – subject to renewal depending on funding and performance.

**Remuneration** – The **Monitoring, Evaluation and Learning Adviser – Pacific Humanitarian Warehousing Programme** is a band 10 position in SPC's 2024 salary scale, with a starting salary range of 2,575–3,218 SDR (special drawing rights) per month, which currently converts to approximately FJD 7,672–9,591 (USD 3,424–4,280; EUR 3,191–3,989). 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: 21 April 2024 at 11:59pm (Fiji time)**

**Job Reference: JM000615**

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. Can you provide examples of your experience in designing, implementing, and monitoring Monitoring, Evaluation, and Learning (MEL) frameworks within humanitarian or development programs?
2. Describe a time when you have leveraged community partnerships and local knowledge to co-create MEL plans that not only measure program impact but also foster sustainable capacity-building within these communities?
3. Can you share your experience utilizing emerging technologies to streamline data collection, enhance real-time monitoring, and facilitate adaptive learning processes in either development programs or humanitarian operations?