



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 **Team Leader – Planning, Monitoring, Evaluation, Learning (PMEL) and Adaptive Management** within its Geoscience, Energy and Maritime 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 four (4) areas of scientific programming within this division:

- **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.
- **Georesources and Energy Programme (GEP)** – assists member countries by applying technical knowledge in the areas of geoscience and sustainable energy use.
- **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.
- **Earth and Ocean Observation Services** – Promoting spatial data and systems analysis and capacity to improve decision-making to improve resilience and sustainable resource management.

The role – **Team Leader – Planning, Monitoring, Evaluation, Learning (PMEL) and Adaptive Management** will provide high-level leadership in monitoring, evaluation, learning, and knowledge management. It serves as one of the primary advisors to the GEM Division Director and senior management team on how evidence and learning translate into strategic direction, programme adaptation, and organisational change. The role ensures that divisional programmes and projects are grounded in evidence, reflection, and adaptive practice, and that learning processes are aligned with the Pacific Community's Strategic Plan and the GEM Division Business Plan.

The key responsibilities of the role include:

Strategic Planning, Learning and Adaptive Management

- Focus on making GEM a genuinely adaptive division where clear learning questions, regular reflection, and adaptive management cycles are in place and demonstrably used to adjust strategies, programmes and projects.
- Coordinate the development of a consolidated annual work plan for the Division that aligns programme and project activities with the GEM Business Plan and SPC Strategic Plan and appropriate SPC policies.
- Support the monitoring and periodic review of the GEM Business Plan, facilitating planning cycles that enable the Division to track progress, identify gaps, and adapt priorities as needed.

Integrated MEL Systems and Finance Linkages

- Maintain core MEL functions including the development and quality assurance of results frameworks, indicators, data collection tools, baselines, and targets across divisional programmes and projects.
- Cover the design and operation of a coherent MEL framework that is tightly linked to finance and planning systems, including a shared dashboard that brings together results, implementation progress and financial data for management and reporting.
- Maintain a practical MEL framework that is used consistently across projects and aligned with organisation/corporate results and reporting requirements.

Evidence Generation, Translation and Influence

- Prioritise and deliver key results, evaluations and studies, and turning technical evidence into concise, audience-appropriate products that shape internal decisions and influence external policy and practice with GEDSI considerations embedded.
- Prioritise and oversee key evaluations, studies and learning exercises linked to the learning agenda and strategic questions.

- Translate technical findings into clear, audience-specific products (briefs, stories, infographics, presentations) in collaboration with Strategic Communications and Engagement.

Capacity building, Partnership Empowerment and Matrix Support

- Strengthen MEL and learning capability across GEM staff, project MEL Advisers and partners, ensuring they can independently plan, monitor, reflect and adapt their work using appropriate tools and approaches.
- Develop and implement a structured MEL capacity development plan for GEM staff, project MEL Advisers and key partners.
- Provide matrix leadership and technical guidance to project-based MEL Advisers to ensure coherence with divisional standards and learning agenda.

People Leadership, Team Management and Culture

- Focusing on effective leadership of direct reports and matrix-managed MEL Advisers, build a cohesive, motivated team and model the collaborative, reflective and learning-oriented culture expected across the division.
- Provide clear direction, work planning, feedback and performance management for two direct reports.
- Model the SPC values and reinforce a collaborative, reflective, learning-oriented culture within the MEL team and across matrix relationships.

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

Key selection criteria

Qualifications

- Postgraduate qualification in a relevant field such as international development, evaluation, public sector policy, strategic communications, economics, or natural resource management, or equivalent body of knowledge and experience.

Technical expertise

- At least 12 years of experience in monitoring, evaluation, and learning within the development sector, with strong understanding of international best practices in quantitative and qualitative evaluation methods.
- At least 5 years of experience leading or designing adaptive management and organisational learning systems in complex, multi-country programmes.
- Demonstrated experience in strategic planning, learning agenda development, and facilitating reflection and adaptation processes.
- Proven ability to translate technical and scientific evidence into decision-ready products for diverse audiences.
- Experience linking MEL, finance, and planning systems for integrated performance management.
- Strong people leadership skills with experience managing and mentoring staff in matrix relationships.
- Understanding and knowledge of Pacific contexts, cultural values, and regional development priorities.
- Experience leading change management processes related to evidence systems, data-sharing, or transparency initiatives in complex institutional environments.

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

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

Remuneration – The **Team Leader – Planning, Monitoring, Evaluation, Learning (PMEL) and Adaptive Management** is a band 12 position in SPC's 2026 salary scale, with a starting salary range of 3,743–4,679 SDR (special drawing rights) per month, which currently converts to approximately FJD 11,566–14,458 (USD 5,016–6,270; EUR 4,526–5,658). 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. 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 Staff in a position advertised internationally (EPAI) whose duty station is Suva – SPC provides a housing allowance of FJD 1,500–5,200 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 10% 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

Closing Date: 29 March 2026 at 11:59pm (Fiji time)

Job Reference: TT000181

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. Describe a MEL system or framework you have designed or significantly improved. What made it effective for informing decisions and enabling programme adaptation, rather than serving only compliance or reporting purposes? What would you do differently if you were to design it again?
2. In your view, what distinguishes a genuinely learning-oriented organisation from one that simply monitors and reports results? Describe a specific example where you helped shift practice from routine monitoring toward adaptive management or evidence-informed decision-making. What resistance did you encounter, and how did you address it?
3. GEM Division produces complex scientific and technical data across geoscience, energy, oceans, and disaster resilience. Describe your approach to working with technical or scientific specialists to turn their data and findings into evidence that non-technical decision-makers can use. What challenges have you encountered, and how did you address them?