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Pacific
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Monitoring Evaluation and Learning (MEL) Officer

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

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 surveillance, geoscience, and conservation of plant genetic resources for food and agriculture.

The Land Resources Division (LRD) provides advice, technical assistance, research and training support to Pacific Island countries and territories (**PICTs**) on all aspects of agriculture and forestry. This includes plant protection, conservation, plant genetic resources, animal health and production, agroforestry, biosecurity and trade facilitation, and sustainable systems for agriculture, forestry and land management. This work has two objectives: improved food and nutritional security, and resilient communities. The division's services are provided through seven technical/thematic teams: Animal Health and Production; Plant Health; Biosecurity and Trade Facilitation; Forest and Agriculture Diversification; Crop Production and Extension; Genetic Resources; and Forests and Trees.

The **Pacific Organic and Ethical Trade Community (POETCom)** is the peak body of the organics movement in the Pacific, housed as a programme within the Pacific Community (SPC). POETCom serves as the regional body for the organics industry advocating on issues that affect the development of organics at regional and national levels and providing support to the development of organics across the Pacific region.

The **Building prosperity for women producers, processors and women owned businesses through organic value chains (BPWP)**, is a four-year project funded by the Australian Department of Foreign Affairs and Trade (DFAT) which will be implemented by POETCom in partnership with SPC with a proposed budget of AUD \$3.3 million. It will be implemented across four locations – Kiribati, Pohnpei state (FSM), Palau and the Republic of Marshall Islands (RMI) with the aim to identify and support organic value chains that benefit women as producers, suppliers, processors and entrepreneurs, while also enhancing their capacity for inter-regional organic trade.

The role – The **Monitoring, Evaluation and Learning (MEL) Officer** will provide support, advice, and oversight on program-level monitoring, evaluation and learning to the POETCom including the BPWP. This will include progressively implementing and updating the draft Monitoring, Evaluation and Learning Framework (MELF) for BPWP, systematizing POETCom results frameworks for greater consistency, scaling up and refining POETCom 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** – conduct and oversee data collection efforts, including baseline studies and gender analysis for each BPWP project location; prepare quarterly monitoring reports and synthesize data at country or programme level and contribute to annual reflection workshops, case studies and documentation of results.
- **Training and Capacity Building** – contribute to the development and finalization of the MEL Framework, indicator framework and data collection plan for BPWP and POETCom and also provide guidance, develop tools, templates and conduct staff training on key M&E concepts, data collection

- **Evaluation and Learning** – provide oversight of external mid-term and final evaluations; develop Terms of Reference for external evaluation and conduct desk studies, compile results data and synthesize information as requested.

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

Key selection criteria

Qualifications

- Degree in international development, economics, public administration, business, gender studies or a related field required

Knowledge and experience

- At least five years of experience in monitoring and evaluation, social science research or other relevant field
- Has five years' experience in addressing gender equality and women's empowerment in agriculture, livelihoods, or economic growth projects
- Demonstrated experience with quantitative and qualitative research methods, including surveys and focus groups

Essential skills

- Strong analytical and data visualization skills with the capacity to communicate to a range of audiences
- Experience working with donor-funded projects
- Solid PC-based computer skills, including Microsoft Word, Excel, Outlook and PowerPoint, and Internet

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

Remuneration – The **Monitoring, Evaluation and Learning (MEL) Officer** is a Band 8 position in SPC's 2018 salary scale, with a starting salary range of 1,946–2,432 SDR (special drawing rights) per month, which currently converts to approximately FJD 5,564–6,955 (USD 2,685–3,356; EUR 2,406–3,007). An offer of appointment for an initial contract will normally be made in the lower half of

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 1,170–2,625 per month. Establishment and relocation grant, removal expenses, airfares, home leave, medical and life insurance and education allowances are available for eligible employees and their recognised 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.

As an **equal-opportunity employer**, SPC recruits on merit; however if two interviewed candidates are ranked equally by the selection committee, preference will be given to nationals of Pacific Island countries and territories.

SPC is committed to **child protection**, irrespective of whether any specific area of work involves direct contact with children. SPC's Child Protection Policy is written in accordance with the Convention on the Rights of the Child. Successful candidates will be required to provide a police clearance certificate.

Application procedure

Closing Date – 30 November 2018

Applicants must apply online.

Hard copies of applications will not be accepted.

For your application to be considered, you must provide us with:

- an updated resume
- contact details for three professional referees
- a cover letter detailing your skills, experience and interest in this position
- responses to all screening questions

Please ensure your documents are in Microsoft Word or Adobe PDF format.

Applicants should not attach copies of qualifications or letters of reference. These documents may be requested at a later stage.

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. The Pacific Community does not support dual spouse employment.

Please ensure that you respond to all the screening questions. If you do not respond to the screening questions, your application will be considered incomplete and will not be reviewed at shortlisting stage.

Screening Questions:

- Designing and running MEL systems and databases with extraction and analysis using both qualitative and quantitative evaluation methods
- 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.
- Writing MEL evaluation reports and information for a range of audiences, from government officials to private sector to community members.

http://spc.turborecruit.com.au/position_description/773/JD - MEL Officer.pdf

Category: Land & Resources Management

Reference ID: JM000088

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OR



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- [Country Programme Coordinator - Social Citizenship Education under the "Pacific Partnership to End Violence against Women and Girls project"](#)

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