

The Pacific Community (SPC) invites applications for the position of **Planning, Monitoring, Evaluation and Learning (PMEL) Advisor** within its PHD 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 **Public Health Division (PHD)** supports members in developing healthier Pacific Island communities by providing assistance in public health surveillance, and in the prevention and control of communicable and non-communicable diseases. The primary focus of the division is to provide scientific and technical assistance and to support the implementation of plans and programmes in member countries and territories. The primary goals for all PHD activities is to promote population health and well-being, help communities prevent disease and restore and/or maintain health, and reduce inequalities in health. PHD is primarily concerned with improving and protecting public (population) health, rather than providing individual treatment services. PHD is comprised of four programmes: Surveillance Preparedness and Response; Non-Communicable Diseases Prevention and Control (NCD); Clinical Services (CSP) and Laboratory Services (LSP). The position is based in Suva, Fiji and located within the Office of the Director of PHD.

The **Planning, Monitoring, Evaluation and Learning (PMEL) Advisor** will lead the implementation of the monitoring, evaluation and learning framework and approach for SPC's Public Health Division, ensuring alignment with the PHD Business Plan 2022-2026, and provide management and technical assistance as required. The PMEL advisor provides overall quality assurance on reporting, advice, and capacity building to the PHD team and the Pacific partners to continually improve data collection, reporting and learning processes. The role will also have responsibilities in risk management for the program and division.

The key responsibilities of the role include:

Lead Planning processes & activities across PHD teams

- Oversees Annual Work Plan and result measurement framework development
- Provide MEL technical expertise in the planning and design of all new projects

Lead monitoring, learning and reporting processes and activities across the division

- Coordinate regular updating and reporting of progress against annual RMF across the division
- Lead data collection efforts to better document the effects/impacts of PHD's work at country and regional level

Build MEL capacity of PHD teams and Pacific partners

- Develops capacity of the PHD team and partners to implement MEL activities, incorporating Pacific MEL methodologies, including to utilise MEL tools to collect and analyse information
- Attends and supports the delivery of learning events, working closely with the PHD team leaders and Pacific partners

Lead the Risk Management activities and processes across the division

- Develops and maintains PHD's Risk Register, working closely with the PHD team Leaders

Leadership and Management

- Manage the work and performance of the M&E database officer and those tasked to support/deliver MEL activities for PHD
- Through analysis and learning from within PHD and from other divisions, ensure the PMEL team remains fit for purpose, effective and responsive

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

Key selection criteria

Qualifications

- Postgraduate qualification in monitoring and evaluation or a related discipline

Technical Expertise

- At least 9-10 years' experience in a similar role supporting MEL and/or related organisational systems for complex programs
- Experience undertaking MEL tasks for development programs, particularly in the health sector
- Understanding and experience in a range of MEL methodologies and approaches, including in MEL capacity development
- Demonstrated capacity to interact with various stakeholders and facilitate linkages between organizations

- Experience in managing a small team

Language skills

- Excellent English communication skills (oral and written) with strong writing ability at a project donor reporting level

Interpersonal skills and cultural awareness

- Ability to work in a multicultural, inclusive and equitable environment
- Excellent interpersonal and representational skills with experience in building and maintaining effective working relationships with a range of different individuals and organisations

Salary, terms and conditions

Contract Duration – till 31st December 2025 – subject to renewal depending on funding and performance

Remuneration – The **Planning, Monitoring, Evaluation and Learning (PMEL) Advisor** is a Band 11 position in SPC's 2022 salary scale, with a starting salary range of 3,015–3,769 SDR (special drawing rights) per month, which currently converts to approximately FJD 8,896–11,120 (USD 4,312–5,390; EUR 3,619–4,523). 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

Closing Date: 27 October 2022 at 11:59pm (Fiji time)

Job Reference: KK000048

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.

Screening Questions (maximum of 2,000 characters per question):

1. Can you please outline your Pacific or developing country work experience and your availability to travel frequently within the Pacific?
2. Please outline your Monitoring & Evaluation experience in developing capacity of work colleagues and project stakeholders.
3. Based on what you know about the position we are recruiting for, what qualifications and skills do you have directly related to this position?