



Pacific
Community
Communauté
du Pacifique

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

*The Pacific Community (SPC) invites applications for the position of **Monitoring, Evaluation and Learning (MEL) 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:** Governance for human rights and social development: Strengthen inclusive, transparent and active governance for human rights and social development.
- **Objective 2:** Gender equality and social inclusion: Mobilize, empower, and build conditions for gender equality, equity and social inclusion in society and development.
- **Objective 3:** Culture: Promote, preserve and protect positive expressions of culture.
- **Objective 4:** Social innovation and learning: Enhance knowledge, learning and innovative solutions to accelerate impact on human development priorities.

As the key implementing partner for the Pacific Women Lead portfolio, SPC leads the **Pacific Women Lead (PWL) at SPC programme (PWL at SPC)**, located within SPC's HRSD Division. The PWL at SPC programme receives more than AUD 55 million under the Australian Government's AUD 170 million PWL portfolio. PWL at SPC has funding for five years from 2021–2026.

The PWL at SPC programme goal is that Pacific women and girls, in all their diversity, are safe and equitably share in resources, opportunities and decision-making, with men and boys. There are three outcomes: (1) Women's leadership promoted; (2) Women's rights realised; and (3) Pacific regional partners increase the effectiveness of regional gender equality efforts. Joining PWL at SPC, other central partners include PWL Enabling Services (PWLES); AIR (Amplify – Invest – Reach) partnership of women's funds, civil society organisations and coalitions; and the Australian Government's direct relationships with development partners for regional programmes, such as the United Nations (UN).

The role – **Monitoring, Evaluation and Learning (MEL) Officer** will conduct data collection, analysis and reporting to feed into HRSD and PWL whole of portfolio reporting and will assist several Pacific partners with their data collection, reporting and learning processes.

The key responsibilities of the role include:

Programme and project monitoring and reporting

- Supporting the implementation and improvement of PWL at SPC MEL activities, including grant and activity MEL processes.
- Making recommendations on improvements to existing data collection, analysis and reporting processes.
- Coordinating with the PWL at SPC team, grant partners and CFOs to ensure that information and data is received.

Data collection, analysis and coordination

- Data collection for specific PWL at SPC activities where grant partners require support.
- Collating MEL data submitted by PWL at SPC partners and presenting to HRSD MEL team and PWL whole of portfolio MEL in accordance with the PWL at SPC MEL Framework.
- Identifying gaps in MEL data required from grant partners and notifying the PWL at SPC MEL Manager.

Team Learning and reflection

- Assisting the MEL Manager, and PWL whole of portfolio MEL team (through Pacific Women Lead Enabling Services) in the leadup to the Annual Reflection and Analysis workshops.
- Working with the MEL Manager to organize grantee reflection process and internal programme reflection processes.
- Ensuring that lessons learnt and recommendations from monitoring are shared with HRSD staff and PWL at SPC stakeholders.

Collaboration and strategic engagement within SPC

- Working closely with the HRSD MELKMC Unit to support and advise HRSD on activity design and monitoring.
- Participating in SPC MEL related meetings, including participating in HRSD MELKMC processes, the MELnet Community of Practice, and engagement with the Strategy, Performance and Learning (SPL) Division.

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

Key selection criteria

Qualifications

- A degree in either international development, project management, evaluation, human rights or another related discipline.

Technical expertise

- At least 7 years of experience in monitoring and evaluation with a good understanding of international best practices in development effectiveness.
- Experience undertaking MEL tasks for development programs, particularly in the area of gender, human rights and social development.
- Skills in quantitative and qualitative data collection and analysis.
- Knowledge of organizations (including civil society, government, and private sector) and individual leaders working in various areas of gender equality and issues affecting women across the Pacific.
- Strong interpersonal and representational skills with experience in building and maintaining effective working relationships with a range of different individuals and organizations.
- Understanding and knowledge of Pacific cultural values and international human rights principles and standards.

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 – Until 30 June 2026 – subject to renewal depending on funding and performance.

Remuneration – The **Monitoring, Evaluation and Learning (MEL) Officer** is a band 9 position in SPC’s 2023 salary scale, with a starting salary range of 2,284–2,856 SDR (special drawing rights) per month, which currently converts to approximately FJD 6,739–8,424 (USD 3,061–3,826; EUR 2,900–3,625). 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: 7th January 2024 at 11:59pm (Fiji time)

Job Reference: MC000098

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. SPC is committed to learning from monitoring and evaluative processes, to support informed decision making against key achievements and challenges. Please describe ways in which you have used M&E to collate and disseminate learnings for program improvement.
2. What experience have you had in conducting a data analysis and synthesis process and how would you go about consolidating both quantitative and qualitative data sets from multiple sources?
3. What experience have you had in working with stakeholders to capture data? What processes and tools have you used to assist this process?