



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 Officer** within its Educational Quality Assessment Programme 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 vision of the **Educational Quality and Assessment Programme (EQAP)** is to be 'The agency for educational quality in the Pacific region'. Its mission is to enhance the quality of education and training for Pacific learners, so they realize the benefits of lifelong learning. EQAP seeks to promote the following core values within the context of SPC's corporate values:

- a culture of quality;
- a culture of continuous improvement;
- cultural and political sensitivity;
- respect for the autonomy and priorities of the education system in each Pacific Island country and territory (PICTs); and
- assimilation of the expressed needs of countries in its delivery of technical services.

The role – **Monitoring, Evaluation and Learning Officer** will be accountable to and work closely with EQAP teams to support overall monitoring, evaluation and learning across EQAP division. The role will also be responsible for providing timely and high-level analysis and reporting of Business Plan results aligned with the SPC – Strategic Performance and Learning (SPL) requirements, guidance and policies, and that of the EQAP and SPC development partners.

The key responsibilities of the role include:

### **Divisional Monitoring and Reporting**

- Ensure all divisional reporting obligations are met with due diligence and in a timely manner and aligned to SPC-SPL requirements.
- Provide advice and onsite support in planning, implementation and management of all monitoring and reporting activities across programs and projects.
- Contribute to the development, enhancement, and updating of the divisional MEL system and its corresponding tools aligned with the SPC - SPL guidelines, guidance and policies.

### **Data collection analysis and coordination**

- Manage and organize divisional data collection process and tools, ensuring the collection of accurate and reliable quantitative and qualitative data.
- Ensure that data capture tools are precise and updated and fit for purpose for generating data and information for reporting of outputs and outcomes and BP indicators.
- Identify gaps in data collection process and provide timely recommendation for improvements.

### **MEL Database Management**

- Develop and improve appropriate tools to capture timely data enabling effective and efficient workflow process.
- Effectively manage, update and improve MEL database for effective and efficient extraction of data for reporting.
- Ensure that all monitoring data and information are strategically stored and are accessible for use by the EQAP staff.
- Make recommendations on improvements to existing data collection and reporting tools as well as data storing systems.

### **Capacity Building Learning and Reflection**

- Assist and support divisional staff in MEL capacity development for data collection and use of MEL tools and processes.
- Share experience and lessons learned in the implementation of various MEL and reporting techniques and tools for effective and impactful reporting of development results.

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

## Key selection criteria

---

### Qualifications

- A Bachelor's degree in project management or equivalent work experience.

### Technical expertise

- At least 4 years of relevant experience in supporting M&E work or similar role for projects and programmes.
- Solid working knowledge on M&E tools and processes.
- Demonstrated capacity to interact with various stakeholders and facilitate linkages between organizations.

### 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

---

**Contract Duration – Until 30 June 2027** – subject to renewal depending on funding and performance.

**Remuneration** – The **Monitoring, Evaluation and Learning Officer** is a band 8 position in SPC's 2024 salary scale, with a starting salary range of 2,044–2,555 SDR (special drawing rights) per month, which currently converts to approximately FJD 6,091–7,614 (USD 2,719–3,398; EUR 2,534–3,167). 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: 11 February 2024 at 11:59pm (Fiji time)**

**Job Reference: JM000551**

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. How do you see the role of monitoring, evaluation, and learning contributing to the success of EQAP as a division and particularly aligned to SPC-SPL requirements?

2. What strategies do you employ to ensure the quality and reliability of monitoring and evaluation data and how do you address potential biases in data collection and analysis?
3. How do you foster a collaborative and learning-oriented culture within EQAP?