

- Noumea-based position
- Attractive expatriate package
- Join the principal development organisation in the region

*The Pacific Community (SPC) invites applications for the position of **Monitoring, Evaluation and Learning Adviser (FAME)** within its FAME Division located at its headquarters in Noumea, New Caledonia.*

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 unique organisation works across more than 25 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 **Fisheries, Aquaculture and Marine Ecosystems (FAME) Division** is one of SPC's oldest Divisions and it has been providing scientific and technical expertise to support fisheries management and sustainable development in the Pacific for over 60 years. FAME's goal is that fisheries resources of the Pacific region are sustainably managed for economic growth, food security and environmental conservation. FAME includes the Oceanic Fisheries Programme (OFP) and Coastal Fisheries Programme (CFP). OFP is the region's centre for oceanic fisheries science and information, providing essential data collection, data management and modelling and analysis services to the Pacific. CFP provides science and technical support to PICTs to enhance the management of coastal fisheries, and the sustainable development of aquaculture and nearshore livelihoods across the region. The work of OFP and CFP are supported by the FAME Director's Office, which includes the Information Section, communications, and monitoring, evaluation and learning.

The role – the Monitoring, Evaluation and Learning Adviser (FAME) will provide high-level advice and support on monitoring, evaluation and learning for FAME programmes/projects to enable the division to enhance its development effectiveness to achieve better research and development outcomes.

The key responsibilities of the role include the following:

1. Monitoring, evaluation and learning

- Strengthen and support evaluation and learning systems and processes for FAME programmes and projects
- Manage internal and external project reviews and evaluations
- Develop results-focused MEL frameworks and MEL plans in consultation with FAME management and stakeholders that meet donor and SPC guidelines
- Develop reporting templates, data collection instruments and other MEL systems / tools to assist FAME Programme Managers and Project Staff in collecting, analysing and utilising relevant information for programme improvement, as well as corporate and donor results reporting requirements
- Provide technical oversight in the development and implementation of evaluation activities
- Provide supervision and management of FAME MEL Officer, and any interns or consultants reporting to the MEL Adviser

2. Results reporting (corporate and donor) and internal reflections

- Support FAME management in preparing the division's contributions to corporate reports and evaluations through leading the design, synthesis and analysis of FAME performance data and evidence
- Facilitate learning and use of evaluation findings, conducting internal reflection and discussions and reviews to inform programme improvement as well as promoting and facilitating opportunities to increase learning across FAME programmes and with other SPC divisions
- Prepare the division's contributions to corporate results reports and annual results reporting for Heads of Fisheries

3. Contribute to FAME strategy setting, programme design and adaptation through quality data use

- Ensure high quality real-time and forecasted information is available for decision-making and priority setting by FAME managers and in donor exchanges
- Use MEL information to inform new FAME business plan, conversations with donors, new project proposal design and the adaptation of existing projects
- Provide sound and timely advice to FAME director and programme managers based on strategic insights gathered from MEL data and evidence

4. SPC and Division-wide PMEL capacity and support

- Provide support and guidance to FAME staff to enhance understanding of MEL, evaluative thinking, and reporting processes and promote their use within the division
- Support FAME staff to implement the SPC PEARL Policy and enhance divisional understanding of corporate guidance and requirements on inter-divisional/integrated programming, concept development and results reporting processes

- Support Programme Managers in monitoring the progress of FAME programmes/projects towards achieving their objectives/projected impacts (in accordance with donor/SPC guidelines)
- Participate in MELnet, the SPC Community of Practice for culturally responsive and contextually relevant PMEL.
- Support MEL of the Pacific Community Centre of Ocean Science, in collaboration with MEL colleagues from other SPC divisions

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

Key selection criteria

1. Qualifications

- Post-graduate master's degree in relevant field such as international development, evaluation, public sector policy, economics, natural resource management

2. Technical expertise

- At least 10 years of experience in monitoring and evaluation for the sustainable development sector, with a thorough understanding of international best practices in a wide range of quantitative and qualitative evaluation methods and data analysis
- At least 3 years of experience in programme design and proposal writing for large bilateral donors, including conceptualizing and technical writing
- Experience in international development, including design and implementation of MEL Frameworks
- Proven record in the design of effective monitoring systems, data collection tools, and reporting and consolidating data from multiple locations and projects for results reporting at the divisional level
- Skilled in the use of databases and systems for visualising, entering, processing/cleaning and extracting data, including experience with web-based monitoring and reporting systems
- Strategic thinker with well-developed analytical skills and meticulous attention to detail
- Experienced in strategic planning, consultation processes, and the development of monitoring system
- Ability to train and motivate divisional staff on MEL systems, proposal development, monitoring and results reporting and use of online reporting tools

3. Language skills

- Excellent communication and report writing skills in English

4. Interpersonal skills and cultural awareness

- Strong people skills (influencing and relationship building) and ability to work in a multi-cultural and gender-sensitive environment
- Knowledge of Pacific Island countries and territories is an advantage.

Salary, terms and conditions

Contract Duration – This vacant position is budgeted for 3 years and may be renewed for a further three years subject to renewal depending on performance and funding.

Due to the current travel restrictions caused by the global COVID-19 pandemic, and the priority SPC places on its staff safety, health and well-being, please note that there may be delays in taking up the appointment. These matters will be discussed thoroughly with successful candidates. In most cases, any appointment and on-boarding would only commence when relocation to the duty station is permitted.

Remuneration – the **Monitoring, Evaluation and Learning Adviser (FAME)** is a Band 11 position in SPC's 2020 salary scale, with a starting salary range of 4,113–5,045 SDR (special drawing rights) per month, which currently converts to approximately XPF 605,702–742,953 (USD 5,676–6,962; EUR 5,076–6,226). An offer of appointment for an initial contract will be made in the lower half of this range, with due consideration being given to experience and qualifications. Progression within the salary scale will be based on annual performance reviews. SPC salaries are not presently subject to income tax in New Caledonia.

Benefits for international staff employees based in New Caledonia SPC provides subsidised housing in Noumea. 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 faire, 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 private policy.

Application procedure

Closing date: 30th August 2020 – 11:00 pm Noumea Time.

Job Reference: AL000319

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

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

All positions at SPC have specific screening questions. If you do not respond to all of the screening questions, your application will be considered incomplete and will not be reviewed at shortlisting stage.

Screening questions (maximum of 2.000 characters per question):

1. Please describe how you have developed a large business unit level results framework, and in your answer, please include technical and interpersonal processes.
2. SPC is a learning organisation and values monitoring and evaluative processes that support learning from our actions, challenges and achievements. Please describe ways in which you have used M&E to generate learning, and disseminate and apply learning for performance improvement.
3. Describe your experience in strengthening organisational culture for generation and use of robust MEL evidence, in particular highlighting your approaches with different organisational stakeholders (e.g. MEL practitioners, Programme Managers, Senior Managers etc.).