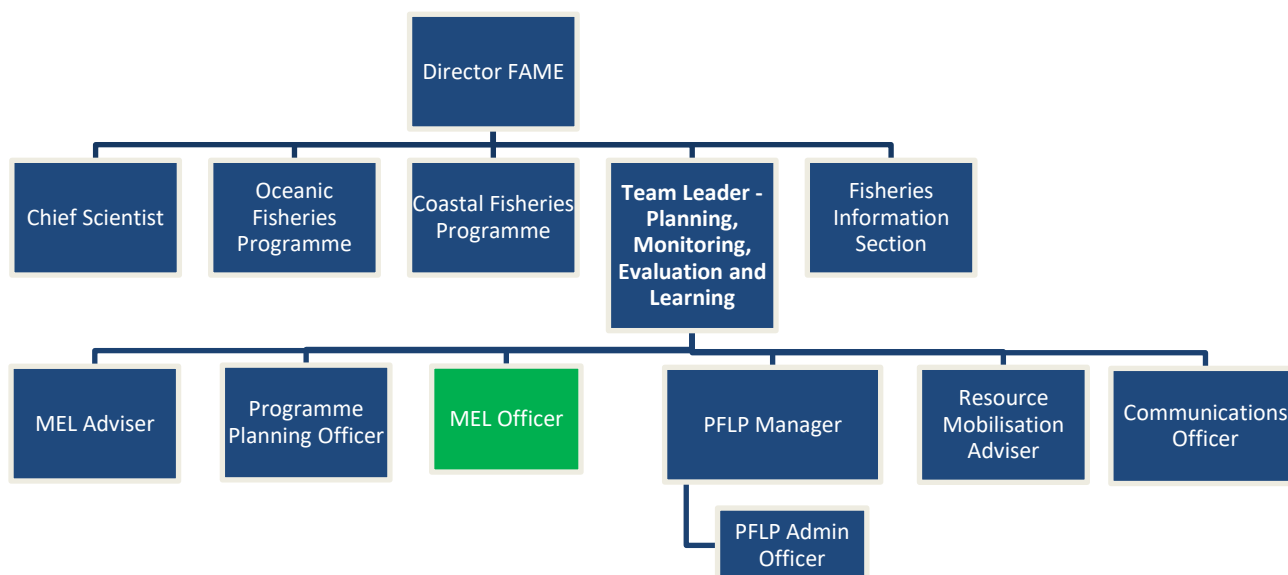




JOB DESCRIPTION

Job Title:	Monitoring, Evaluation and Learning (MEL) Officer
Division/Programme and Section/Project (if any):	FAME Director's Office, Noumea, New Caledonia
Location:	Noumea
Reporting to:	Team Leader, Planning, Monitoring, Evaluation and Learning (FAME)
Number of Direct Reports:	No direct reports
Purpose of Role:	Support PMEL and PFLP Programme in programme data collection, analysis, implementing survey plans and follow up on data gaps. The role will work closely with FAME PMEL Team, PFLP Project Manager and FAME Technical Staff
Date:	November 2023

Organisational Context and Organisation Chart



Key Result Areas (KRAs):

The position is a short-term role to support FAME Planning, Monitoring, Evaluation and Learning section and involves following functions:

1. Support PMEL team in analysis of existing programme and survey data and synthesis into regular reporting
2. Support FAME project and programme staff in meeting reporting requirements and support FAME Communication officer in communicating results to members and stakeholders

The performance requirements of the Key Result Areas are broadly described below

Jobholder is accountable for	Jobholder is successful when
<p>1. Develop and support the ongoing implementation of projects or programmes adaptive results-focused monitoring, evaluation and learning system, in line with SPC and division wide MEL systems.</p> <ul style="list-style-type: none"> • Support evaluation and learning systems and processes for FAME programmes and projects. • Assist the PMEL team in managing internal and external project reviews and evaluations. • Provide assistance for reviewing results-focused MEL frameworks and MEL plans in consultation with the PMEL team. • Coordinate the data collection, and analysis of MEL data. • Conduct quality assurance of monitoring and evaluation data on an ongoing basis. • Contribute to donor and internal SPC reporting. • Support project and programme staff in facilitating learnings for ongoing project or programme implementation. 	<ul style="list-style-type: none"> • Analysis of programme and survey data • Reports produced based on the analysis and shared with FAME project staff • Contribute to SPC and FAME wide reporting requirements • Project and programme reflection workshops and programme adaptation use evidence produced in the analysis • Results generated through data collection is communicated to broader audience
<p>2. Support SPC FAME staff in enhancing visibility, communicating results, and coordinating member requests:</p> <ul style="list-style-type: none"> • Support SPC FAME staff and stakeholders on ongoing development and updating of MEL tools, processes and procures. • Support project / programme managers in reporting on progress by utilising information generated through MEL processes to communicate results utilising various platforms such as data visualisation tools, social media and other knowledge products. • Provide support to SPC FAME in coordinating the member request management system. 	<ul style="list-style-type: none"> • FAME results are communicated regularly to members, stakeholders, and partners • FAME presence on social media coverage is improved • Regular reports about visibility of FAME

<ul style="list-style-type: none"> Support ongoing utilisation of results, performance and learning information for learning, adaptation and communications purposes. 	
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The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

Most Challenging Duties Typically Undertaken (Complexity):

<ul style="list-style-type: none"> Coordinating a wide range of stakeholders to ensure sound technical and financial monitoring of FAME programmes and projects in compliance with SPC/FAME rules and procedures. Working closely with key stakeholders to implement monitoring, evaluation and learning systems that are effective, practical and sustainable within complex working environments. Identifying systems and tools to collect meaningful results-focused information at a regional level for complex development outcomes. Working to tight deadlines with competing demands for reports on strategic direction, donor proposals/evaluations.
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Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
External Key external contacts are: <ul style="list-style-type: none"> Project and programme consultants Fisheries agencies across Pacific 	<ul style="list-style-type: none"> One-to-one engagement Regular work contact Logistics arrangement Liaising and giving/receiving information Explaining and clarifying things
Internal Key internal contacts are: <ul style="list-style-type: none"> FAME Director Office and management SPL team 	<ul style="list-style-type: none"> Giving/receiving and informing Gaining cooperation Facilitating information exchange Liaising and logistics arrangements

Level of Delegation:

Routine Expenditure Budget: 0 EUR.

Budget Sign off Authority without requiring approval from direct supervisor: 0 EUR.

Personal Specification:

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current position holder has.) This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> Bachelor's degree or equivalent in international development management, Monitoring and 	<ul style="list-style-type: none"> Fisheries, Aquaculture or natural resource management.

Evaluation, communication, fisheries, natural resource management, or a related field.	
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Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> At least 7 years' work experience in international development, in monitoring and evaluation or other performance management information. Experience supporting MEL experts in monitoring and evaluation of donor/grant funded programs, including the development and implementation of M&E frameworks and utilising a wide range of quantitative and qualitative research methods Understanding and experience in the aid and international development sector in the Pacific Experience in delivering high quality, user-focused reporting. Ability to train and mentor others in MEL. Experience working in a culturally sensitive manner. Excellent engagement, facilitation and communication skills (oral and written) in English. 	<ul style="list-style-type: none"> Familiarity or experience in working in fisheries, science or natural resource management. Working knowledge of French and/or another Pacific language. National of a Pacific Island country or territory.

Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	<ul style="list-style-type: none"> Formulation of surveys and survey questions, data gathering, analysis Attention to detail Meeting tight deadlines Results-oriented problem solving skills Oral and written communication skills in English
Advanced level	<ul style="list-style-type: none"> Demonstrated experience analysis routine training programme data, post training analysis Facilitation of participatory processes, workshops and retreats Database skills for entering, processing/cleaning, and extracting Quantitative and qualitative evaluation methods and data analysis Report and Technical proposal writing Quality and accuracy
Working knowledge	<ul style="list-style-type: none"> Pacific Islands context and experience Capacity to work with people from different technical skills and cultural backgrounds Zoom and online platforms
Awareness	SPC Regulations and Policy

Key Behaviours

All employees are measured against the following **Key Behaviours** as part of Performance Development:

- Change and Innovation
- Interpersonal Skills
- Teamwork
- Promotion of Equity and Equality
- Judgement
- Building Individual Capacity

Personal Attributes

- High level of professional integrity and ethics
- Friendly demeanor
- Demonstrated high level commitment to customer service
- High work standards, good work ethic and positive attitude to work
- Proactive with creative ability to meet deadlines, achieve objectives and master new material quickly
- Performs well under pressure and strongly committed to work
- Positive attitude, excellent interpersonal skills, well organised, dependable and honest

Change to Job Description:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of the work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.