



Pacific  
Community  
Communauté  
du Pacifique

## JOB DESCRIPTION

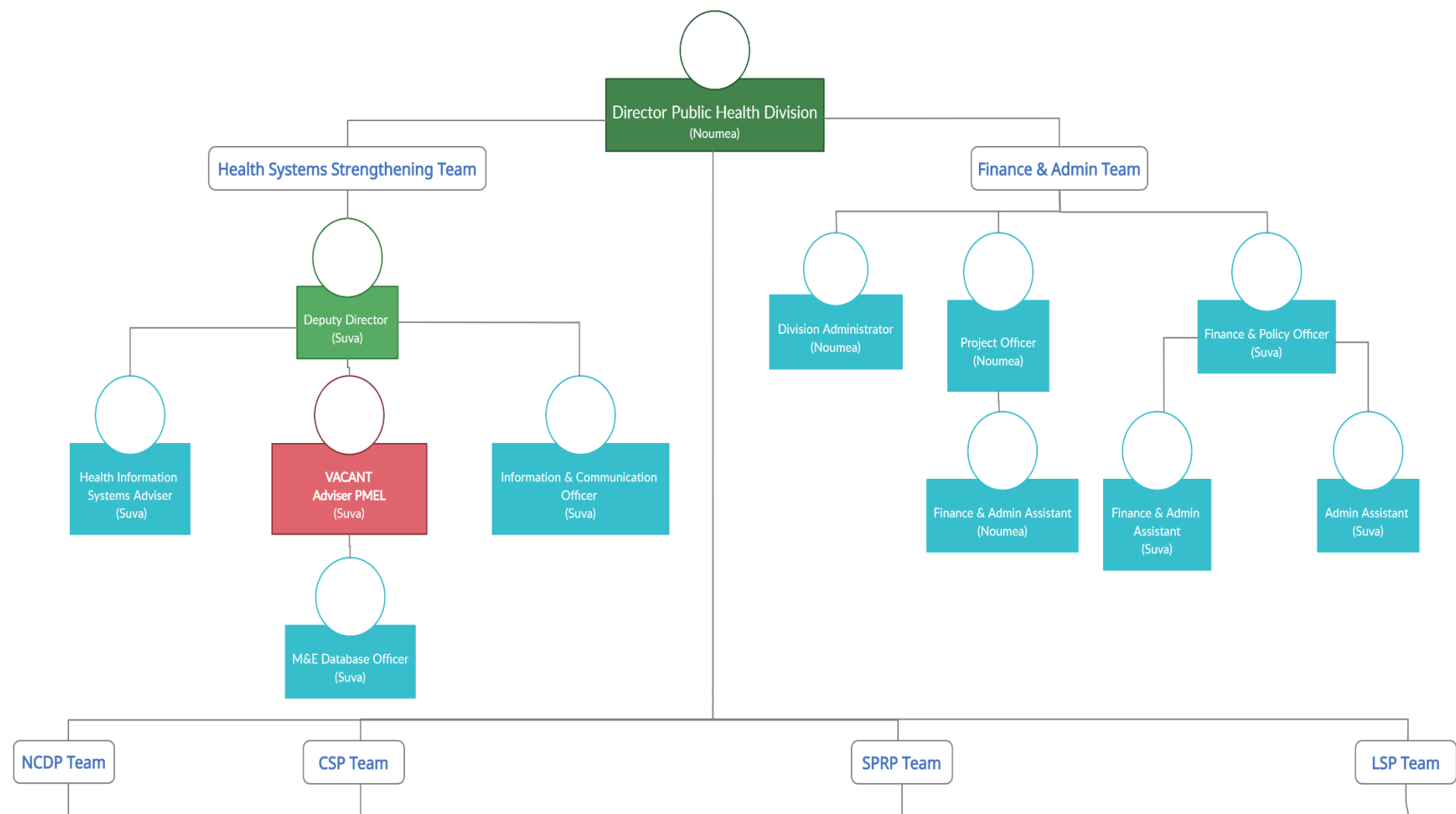
<b>Job Title</b>	<b>Planning, Monitoring, Evaluation and Learning (PMEL) Advisor</b>
<b>Division</b>	Public Health Division (PHD)
<b>Location</b>	Suva, Fiji
<b>Line/Hiring Manager</b>	Mr Sunia Soakai, Deputy Director, Public Health Division
<b>Direct Reports</b>	1
<b>Purpose of the role</b>	<p>The PMEL 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 providing management and technical assistance as required.</p> <p>The PMEL advisor is a key role within PHD and works closely with PHD team leaders, PHD Communications Adviser, collaborates with broader SPC MEL staff, and supervises the M&amp;E Database Officer. 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.</p> <p>The role will also have responsibilities in risk management for the program and division.</p>
<b>Date</b>	5 September 2022

### Organizational Context and Organization Chart

The Pacific Community (SPC) is the principal scientific and technical organization in the Pacific region, supporting development since 1947. It is an international development organization owned and governed by our 27 country and territory members. In pursuit of sustainable development to benefit Pacific people, SPC works across more than 20 sectors and is known for our knowledge and innovations.

The Public Health Division leads SPC's work program in the areas NCD prevention & Control, Communicable disease surveillance & response, laboratory strengthening, clinical services strengthening and health systems strengthening.

Figure 1 PHD Organogram



PHD contributes to the Healthy Islands Vision coined by the Pacific Health Minister in 1995:

*The Pacific Islands would be a place where children are nurtured in body and mind; environments invite learning and leisure; people work and age with dignity; ecological balance is a source of pride; and the ocean that sustains us is protected.*

PHD contributes towards this vision through its six divisional objectives listed below:

- **Divisional Objective 1:** Improve multisectoral response to NCD and reduced premature mortality
- **Divisional Objective 2:** Strengthen capacity for health security surveillance, preparedness & management and response
- **Divisional Objective 3:** Strengthen laboratory capacity to support clinical and public health surveillance priorities in the Pacific.
- **Divisional Objective 4:** Strengthen clinical, nursing & IPC services in PICTs
- **Divisional Objective 5:** Strengthen health information systems, and other selected components of PICT's health systems
- **Divisional Objective 6:** Enhance divisional support services (admin, comms, MEL) and improve financial and risk management as a means for efficient service delivery.

#### Key Result Areas (KRAs):

- **KRA 1:** Lead Planning processes & activities across PHD teams (25%)
- **KRA 2:** Lead monitoring, learning and reporting processes and activities across the division (45%)
- **KRA 3:** Build MEL capacity of PHD teams and Pacific partners (10%)
- **KRA 4:** Lead the Risk Management activities and processes across the division (10%)
- **KRA 5:** Leadership and Management (10%)

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

Jobholder is accountable for:	Jobholder is successful when:
<b>KRA 1: Lead Planning processes &amp; activities across PHD teams</b> <ul style="list-style-type: none"><li>• Oversees Annual Work Plan and result measurement framework development</li><li>• Provide MEL technical expertise in the planning and design of all new projects</li></ul>	<ul style="list-style-type: none"><li>• Timely and quality guidance provided for the AWP process</li><li>• Team AWP &amp; RMF are realistic and aligned to the broader PHD BP objectives</li><li>• Team AWP's &amp; RMF are consolidated and finalised within expected timelines</li><li>• Quality MEL expertise and advice provided in the planning and design of all new projects</li></ul>
<b>KRA 2: Lead monitoring, learning and reporting processes and activities across the division</b> <ul style="list-style-type: none"><li>• Coordinate regular updating and reporting of progress against annual RMF across the division</li></ul>	<ul style="list-style-type: none"><li>• Progress against PHD's RMF compiled and submitted to SPL at the middle/end of the year</li></ul>

<ul style="list-style-type: none"> <li>• Oversee compilation of the One-PHD progress reports for both SPL and external stakeholders.</li> <li>• Oversee the planning and convening of individual team and One-PHD team reflections</li> <li>• Lead data collection efforts to better document the effects/impacts of PHD's work at country and regional level.</li> <li>• Develop an evidence folder for all results to be reported</li> <li>• Collaborates with the PHD Communications officer to meet the communication needs.</li> </ul>	<ul style="list-style-type: none"> <li>• PHD mid and end of year progress reports progress reports compiled and submitted to SPL on time</li> <li>• Progress reports &amp; presentations compiled and presented/submitted to partners and stakeholders on a timely basis.</li> <li>• Mid-&amp; End of year reflections meeting conducted successfully</li> <li>• Reported results in PHD's progress reports have links for evidence (photos, stories etc)</li> <li>• More data reports available through surveys/interviews on the impacts of PHD's work at country level</li> </ul>
<p><b>KRA 3: Build MEL capacity of PHD teams and Pacific partners</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Provide PMEL inductions to new staff as well as ongoing coaching and/or training to build understanding of how PMEL can be used not only for reporting and communication purposes, but for results-based management and testing assumptions.</li> <li>• Leads the development and ongoing support of Pacific-centred shared learning strategies to ensure that information and lessons are exchanged in innovative ways among Pacific partners.</li> <li>• Attends and supports the delivery of learning events, working closely with the PHD team leaders and Pacific partners.</li> <li>• Provides remote mentoring and support as required.</li> </ul>	<ul style="list-style-type: none"> <li>• PHD staff and partners have effective tools and capacity for their MEL needs, including data collection and reporting.</li> <li>• PHD staff report increasing confidence in using PMEL within their projects.</li> <li>• Strong and effective relationships are established with PWL partners</li> <li>• Partners value the technical support provided at the learning events</li> <li>• PICTs and partners value success stories and learnings shared</li> <li>• Is responsive to remote mentoring and support needs.</li> </ul>
<p><b>KRA 4: Lead the Risk Management activities and processes across the division</b></p> <ul style="list-style-type: none"> <li>• Develops and maintains PHD's Risk Register, working closely with the PHD team Leaders</li> </ul>	<ul style="list-style-type: none"> <li>• The PHD risk register is developed and updated regularly</li> </ul>
<p><b>KRA 5 Leadership and Management</b></p> <ul style="list-style-type: none"> <li>• Manage the work and performance of the M&amp;E database officer and those tasked to support/deliver MEL activities for PHD</li> </ul>	<ul style="list-style-type: none"> <li>• Team's weekly plans agreed to, and progress on previous week's activities reviewed, at the start of each week</li> </ul>

<ul style="list-style-type: none"> <li>Through analysis and learning from within PHD and from other divisions, ensure the PMEL team remains fit for purpose, effective and responsive.</li> </ul>	<ul style="list-style-type: none"> <li>M&amp;E database officer and those tasked to support/deliver MEL activities for PHD deliver according to expectations</li> <li>Additional demands on the PMEL teams are proactively met through innovative solutions.</li> </ul>
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### Most Challenging Duties Typically Undertaken (Work Complexity):

- Ensuring all PHD teams provide update on a regular basis (monthly) against their annual RMF
- Coordinating efforts for ongoing update of PHD's training database to allow continuous analysis of the changes in knowledge and skills amongst trainees and how these further enhance delivery of trainees work at country level.
- Collecting and analyzing data from PICTs Ministries of Health and CSOs on the effects/impacts of PHD's work at country level.

### Level of Delegation:

Overall Operational Budget managed by the role: NIL

### Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<b>External</b> Key external contacts are: <ul style="list-style-type: none"> <li>PICTs Ministries of Health</li> <li>Key funders</li> <li>Other technical agencies</li> <li>Consultants</li> </ul>	<ul style="list-style-type: none"> <li>Data collection</li> <li>Technical assistance</li> <li>Capacity building</li> <li>Reporting</li> <li>Coordination meetings</li> <li>Representing PHD</li> </ul>
<b>Internal</b> <ul style="list-style-type: none"> <li>Division Director/Deputy Director</li> <li>Division Team Leader</li> <li>PHD team</li> <li>Other SPC Technical Divisions and Programs</li> <li>SPC Operation Management and Directorate (OMD)</li> <li>Strategy, Performance and Learning unit (SPL)</li> </ul>	<ul style="list-style-type: none"> <li>Analytical work to inform PHD decisions</li> <li>Reporting (activity/outcome and financial) Program delivery against outcomes</li> <li>Integrated programming and supporting the People Centred Approach</li> <li>MEL capacity building and technical guidance,</li> <li>results reporting</li> <li>Sharing of experience and lessons</li> </ul>

## Person Specifications:

### Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> <li>Postgraduate qualification in monitoring and evaluation or a related discipline.</li> </ul>	<ul style="list-style-type: none"> <li>A master's degree in Public Health, or a related health discipline.</li> </ul>

### Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> <li>At least 9-10 years' experience in a similar role supporting MEL and/or related organisational systems for complex programs.</li> <li>Experience undertaking MEL tasks for development programs, particularly in the health sector.</li> <li>Understanding and experience in a range of MEL methodologies and approaches, including in MEL capacity development.</li> <li>Demonstrated capacity to interact with various stakeholders and facilitate linkages between organisations.</li> <li>Experience in managing a small team.</li> <li>Excellent interpersonal and representational skills with experience in building and maintaining effective working relationships with a range of different individuals and organisations.</li> <li>Excellent written and oral communication skills in English, with strong writing ability at a project donor reporting level.</li> </ul>	<ul style="list-style-type: none"> <li>M&amp;E and Program management skills, with experience in the Pacific or other development context</li> <li>Experience in working with MFAT, DFAT, EU, USAID and/or other large donor-funded projects.</li> <li>Good working knowledge of human rights and GESI across development sectors.</li> </ul>

### Key Skills/Attributes/Job Specific Competencies

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

<b>Expert level</b>	<ul style="list-style-type: none"> <li>Project design, Theory of change</li> <li>Monitoring, evaluation and learning frameworks.</li> <li>Project management.</li> <li>Risk management</li> <li>Microsoft Excel advanced analytical features</li> </ul>
<b>Advanced level</b>	<ul style="list-style-type: none"> <li>Ability to think strategically and use MEL for a range of purposes (including reporting, communications, research, testing assumptions, and supporting results-based and adaptive management)</li> <li>An eye for detail</li> <li>Facilitation, capacity building and coaching skills</li> <li>Skills in quantitative and qualitative data collection and analysis, including ability to use a range of tools used in MERL (e.g. Excel, SPSS, KoBo Toolbox and other web-based monitoring and reporting</li> </ul>

<b>Working knowledge</b>	<ul style="list-style-type: none"> <li>• Proposal writing.</li> <li>• Ability to support participatory and inclusive planning processes</li> <li>• Programme/project planning, management and implementation</li> </ul>
<b>Awareness</b>	<ul style="list-style-type: none"> <li>• Awareness of operating effectively within varying political, technological and cultural contexts</li> </ul>

### **Key Behaviours**

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

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

### **Personal Attributes**

- High level of professional integrity and ethics
- Friendly demeanor
- Demonstrated high level commitment to customer service

### **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.*