



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Monitoring, Evaluation and Learning Adviser - Oceans and Maritime Programme and Georesources and Energy Programme</b>
<b>Division/Programme:</b>	<b>Geoscience, Energy and Maritime Division (GEM)</b>
<b>Work Unit:</b>	<b>Oceans and Maritime Programme (OMP) and Georesources and Energy Programme (GEP)</b>
<b>Location:</b>	<b>Suva, Fiji</b>
<b>Reporting to:</b>	<b>Monitoring, Evaluation and Learning Adviser (GEM)</b>
<b>Number of Direct Reports:</b>	0
<b>Purpose of Role:</b>	The job exists to provide programme-level advice and support on monitoring, evaluation and learning for the Georesources and Energy Programme and the Oceans and Maritime Programme in the GEM division to enhance the Programmes planning, monitoring, and reporting of their results across the division and in SPC
<b>Date:</b>	September 2024

### Organisation Context and Organisation Chart

**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 the Pacific people, our organisation works across more than 20 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.

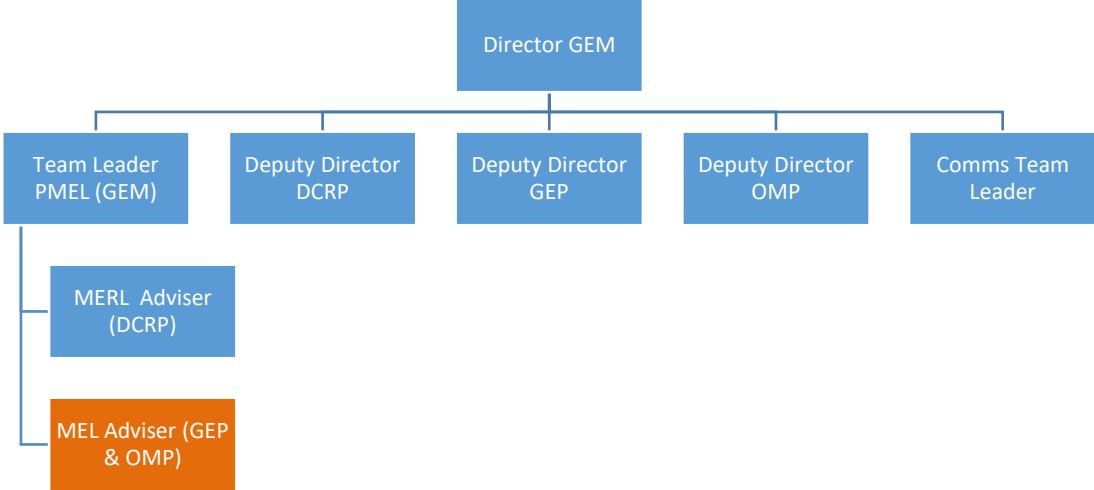
**The Geoscience Energy and Maritime Division** provide advice, technical assistance, research and training support to Pacific Island countries and territories (PICTs). There are three (3) areas of scientific programming and two areas of focus within this division:

1. **Oceans and Maritime Programme (OMP)** – assists member countries with services that provide applied ocean science and knowledge for evidence-based policy-making and technical solutions for improved ocean and maritime governance, management and capacity development.

2. **Georesources and Energy Programme (GEP)** – assists member countries by applying technical knowledge in the areas of geoscience and sustainable energy use.

3. **Disaster and Community Resilience Programme (DCRP)** – assists member countries to demonstrate strengthened resilience through integrated action on disaster risk management, climate change adaptation, natural resource management and increased access to water and sanitation.

The Monitoring, Evaluation and Learning Adviser is a key role in the Director’s Office, leading and coordinating MEL within OMP and GEP Programmes and assisting the Planning, Monitoring, Evaluation and Learning (PMEL) Team Leader GEM with MEL strategic initiatives for the whole division.



This position is a full-time position, reporting to the PMEL Team Leader GEM who has overall responsibility for GEM MEL.

**Key Result Areas:**

The position of Monitoring, Evaluation, Learning Adviser will work in close collaboration with the GEM Deputy Directors for GEP and OMP, the PMEL Team Leader GEM division as well as collaborations with SPC’s Strategy, Planning and Learning (SPL) Division (as appropriate), which has a leadership and coordination role improving MEL and reporting across SPC.

This position encompasses the following Key Result Areas:

- Key Result Area 1:** Programme and project monitoring and reporting (30%)
- Key Result Area 2:** Programme planning, reflection and capacity building (30%)
- Key Result Area 3:** OMP and GEP contributions to SPC corporate and donor reporting and learning (20%)
- Key Result Area 4:** Collaboration with other GEM Programmes and other SPC staff (10%)

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

Job holder is accountable for:	Job holder is successful when:
<b>Key Result Area 1: Programme and project monitoring and reporting (30%)</b>	
<ul style="list-style-type: none"> <li>• Supporting the development and revision of GEP and OMP programme and project results frameworks and ME Plans</li> <li>• Communicating with the Programmes Team on relevant reporting dates and data collection/reporting tools</li> <li>• Making recommendations, where necessary, to the Deputy Directors and MEL Adviser on improvements to data collection and reporting tools</li> <li>• Coordinating with the Deputy Directors to ensure that information and data is received and processed from the Programmes Team</li> <li>• Preparing programme and project reports as per the reporting schedule</li> <li>• Working with the Communications Team for the Programmes to include impact and performance stories and case studies in reporting to donors</li> <li>• Submitting finalised mid-year and annual reports to the Director, through the MEL Adviser</li> </ul>	<ul style="list-style-type: none"> <li>• GEP and OMP programmes and projects have results frameworks aligned to the GEM Business Plan and the frameworks are sufficient to show the results of GEP and OMP work</li> <li>• Programmes Team are aware of the relevant reporting dates and how to use the tools provided</li> <li>• Data collection and reporting tools are of high quality and are user-friendly</li> <li>• GEP and OMP MEL data is stored in a safe yet accessible and user-friendly system</li> <li>• High-quality information and data from the Programmes Team is processed and stored in the agreed format</li> <li>• Reports are of high quality and submitted on time</li> <li>• Reporting to donors includes impact stories or case studies to demonstrate the value of OMP and GEP work</li> <li>• The GEM reporting quality assurance process is followed</li> </ul>
<b>Key Results Area 2: Programme planning, reflection and capacity building (30%)</b>	
<ul style="list-style-type: none"> <li>• Lead and coordinate the programmes annual work planning processes</li> <li>• Contribute to the development of the GEM business planning processes by facilitating strategic discussions within GEP and OMP</li> <li>• Facilitate OMP and GEP's cross Programmes integrated programming processes</li> <li>• In conjunction with the MEL Adviser, facilitate OMP and GEP's discussions and inputs in the SPC wide strategic planning and initiatives</li> <li>• In consultation with the PMEL Team Leader GEM and Deputy Directors organise the six-monthly and annual reflections and learning workshops</li> <li>• Ensuring that lessons learnt and recommendations from monitoring are</li> </ul>	<ul style="list-style-type: none"> <li>• GEP and OMP have annual up to date work plans that are updated quarterly and consolidated in the GEM division annual work plans</li> <li>• GEM Business Plan includes the work of GEP and OMP in the agreed SPC's Key Focal Areas</li> <li>• GEM Business Plan Results Framework includes key results areas for OMP and GEP</li> <li>• OMP and GEP are working and reporting their results in an integrated manner</li> <li>• The mid-year and annual reflection and learning workshops incorporate reflection, learning and planning sessions</li> <li>• SMT and other GEM staff are aware of lessons learnt to inform programme/project design and</li> </ul>

<p>shared with GEM SMT, GEM Programme staff and the wider SPC staff.</p> <ul style="list-style-type: none"> <li>• Provide MEL inductions to new staff and provide training and mentoring to existing staff</li> </ul>	<p>implementation</p> <ul style="list-style-type: none"> <li>• Staff are able to collect context-appropriate data, test assumptions, and the ability and confidence to use MEL in project work improves over time</li> </ul>
<p><b>Key Result Area 3: OMP and GEP contributions to SPC corporate and donor reporting and learning (20%)</b></p>	
<ul style="list-style-type: none"> <li>• Preparing OMP and GEP's information and data for SPL as requested by the MEL Adviser</li> <li>• Coordinate the mid-year reporting and end of year reporting for GEP and OMP through updating results frameworks, developing performance stories and provision of annual training data</li> <li>• Contribute to the Programmes and projects donor reporting through the provision of advice, data, evidence on the results achieved by the programmes and projects</li> </ul>	<ul style="list-style-type: none"> <li>• SPL receives the information and data it needs when requested.</li> <li>• GEP and OMP's contributions to GEM mid-year and end of reporting is done on time and data and evidence is provided as requested</li> <li>• OMP and GEP's donor reporting contains evidence and data of key results achieved, lessons learned and other adaptative management strategies</li> </ul>
<p><b>Key Result Area 4: Collaboration with other GEM Programme and other SPC staff (20%)</b></p>	
<ul style="list-style-type: none"> <li>• Providing support and advice to the Programme Teams on activity design and monitoring</li> <li>• Providing support and advice to the MEL Adviser</li> <li>• Assist OMP and GEP using the Results Framework analysis to inform their resource mobilisation efforts</li> <li>• Provide sound advice and follow up to Deputy Directors and Team Leaders on areas that need improvement</li> <li>• Representing OMP and GEP at M&amp;E-related meetings when the MEL Adviser is required, but not able, to attend.</li> <li>• Other duties as assigned</li> </ul>	<ul style="list-style-type: none"> <li>• The Programmes Team receive support when requested</li> <li>• MEL Advisor receives support when requested</li> <li>• Relevant data and information provided to Deputy Directors and Team Leaders to boost the programmes resource mobilisation efforts</li> <li>• Sound advice provided to Deputy Directors and Team Leaders to improve performance</li> <li>• Representation of GEP and OMP at M&amp;E-related meetings is fulfilled</li> </ul>

**Note**

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and supervisor as part of the performance development process. The outcomes of these discussions will be represented in the specific performance plan for the job holder.

**Functional Relationship Skills:**

Key internal and/or external contacts	Nature of the contact most typical
<p><b>Internal- GEM</b></p> <ul style="list-style-type: none"> <li>• OMP and GEP Deputy Directors</li> <li>• GEM Director</li> <li>• GEM MEL Adviser</li> </ul>	<p>Informs, negotiates, communicates, facilitates, and provides information</p>

<ul style="list-style-type: none"> <li>• GEP and OMP programme Managers and Team Leaders</li> <li>• GEM staff</li> <li>• GEM Strategic Communication Team Leader</li> <li>• GEP and OMP Communication Officers</li> <li>• GEM Economist</li> </ul>	
<b>Internal - SPC</b> <ul style="list-style-type: none"> <li>• MELNET members,</li> <li>• SPL</li> </ul>	Provides information, peer learning
<b>External</b> <ul style="list-style-type: none"> <li>• Project partners,</li> <li>• donors,</li> <li>• Governments</li> </ul>	Provides information

### Level of Delegation:

The position holder has no delegated authorities as per SPC's Manuals of Delegation

### Person 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 jobholder 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.*

#### 1. Qualifications

Essential:	Desirable:
A postgraduate degree in a relevant field such as international development, evaluation, public sector policy, economics, natural resource management project management, evaluation	A master's qualification

#### 2. Knowledge / Experience

Essential:	Desirable:
<ul style="list-style-type: none"> <li>- At least 8 years of experience in monitoring and evaluation with a good understanding of international best practices in development effectiveness</li> <li>- At least 4 years of experience in programme MEL support for large multi-disciplinary programmes implementing large bilateral donors, including conceptualizing and technical writing</li> <li>- Strategic thinking and high-level analytical skills</li> </ul>	<ul style="list-style-type: none"> <li>- Experience in MEL and knowledge and experience in sectors such as Ocean Management, Energy, Georesources, maritime affairs projects or working with projects in these areas.</li> <li>- Experience of working on MFAT, DFAT, EU, USAID and/or other large donor-funded projects. Knowledge of the Pacific regional context</li> <li>- Good knowledge of the Pacific, the issues associated with its history and development</li> </ul>

<ul style="list-style-type: none"> <li>- Skills in quantitative and qualitative data collection and analysis</li> <li>- Experience in creating databases for the entering, processing, cleaning and extraction of data</li> <li>- Experience in successfully working within a deadline-driven environment</li> <li>- Excellent computer skills in Excel</li> <li>- Strong interpersonal skills and an ability to work with a wide range of individuals</li> <li>- Exceptional English language writing and oral communication skills</li> <li>- An eye for detail</li> <li>- Experience working within the Pacific or with Pacific communities outside of the Pacific</li> </ul>	<ul style="list-style-type: none"> <li>- Excellent skills in Excel, SPSS and KoBo Toolbox.</li> <li>- Previous experience in delivering training on M&amp;E to Pacific audiences</li> <li>- Ability to speak a language from the Pacific</li> <li>- A “can do” attitude</li> </ul>
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### 3. 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"> <li>• Experience in monitoring and evaluation with a good understanding of international best practices in development effectiveness</li> <li>• Ability to meet tight deadlines</li> <li>• Results-oriented problem-solving skills</li> <li>• Oral and written communication skills in English</li> <li>• Facilitation of participatory processes, workshops and retreats</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• High-level analytical skills</li> <li>• High-level report writing skills</li> <li>• Experience producing high-quality donor reporting</li> <li>• Decision making/Problem-solving</li> <li>• Quality and accuracy</li> <li>• Facilitation, capacity building and coaching skills</li> <li>• Facilitation of participatory processes, workshops and retreats</li> <li>• Database skills for entering, processing/cleaning, and extracting data, including some experience with web-based Monitoring and Reporting systems</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>• Skills in Excel, SPSS or KoBo Toolbox</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• Political awareness</li> <li>• Project management</li> <li>• Project planning</li> </ul>

### 4. 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

#### **5. Personal Attributes**

- High level of professional integrity and ethics
- Friendly demeanour
- 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 our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.