

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

The Pacific Community (SPC) invites applications for the position of Team Leader – Planning, Monitoring, Evaluation and Learning (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 Team Leader – Planning, Monitoring, Evaluation and Learning (FAME) will lead, strengthen and direct FAME planning, monitoring, evaluation and learning activities to ensure robust reporting, accountability to FAME stakeholders, and application and sharing of learning to improve programme performance. This includes: design and implementation of FAME's results framework; overseeing design and implementation of FAME's Business Plan and programme planning; building quality, results-focused monitoring evaluation and learning (MEL) into FAME programmes' data collection, planning and reporting processes; ensuring alignment with SPC and donor MEL reporting requirements.

The key responsibilities of the role include the following:

1. Division-wide strategic direction, monitoring, evaluation and learning

- Drive implementation of FAME's Results Framework including building quality, results-focused MEL into FAME programmes' data collection, planning and reporting processes and ensuring alignment with donor and SPC MEL requirements
- Conduct or provide capacity building to FAME staff to conduct internal reviews/evaluations to inform programme improvement
- Advise FAME Management on MEL process and outcomes including strategic direction of FAME work and areas for programme improvement
- Drive internal learning and use of MEL findings, and facilitate opportunities to increase learning across FAME programmes and with other SPC divisions and programmes
- Develop Terms of Reference, recruit, contract and manage external evaluation service providers and lead evaluations of FAME programme and projects including baseline, mid-term and end-project evaluations
- Develop new initiatives to improve the effectiveness of FAME's MEL systems
- Provide quality assurance over the preparation of donor reports and the division's contributions to SPC corporate reports and evaluations
- Ensure that FAME's technical and scientific staff are supported to monitoring and assess progress of FAME programmes / projects in achieving objectives (in accordance with donor/SPC guidelines)
- Ensure that FAME maintains a line of sight to organisational strategic priorities through engagement with organisational MEL practices, reflection on FAME's contribution to organisational and developmental objectives, and high-quality reporting to SPC's Results Report

2. Team leadership, management and mentoring

- Lead, manage and mentor the PMEL team to deliver high quality technical and capacity building work
- Create and maintain an environment that fosters effective and trusted working relationships, staff development and a high performing team
- Manage human resources including performance management, recruitment and on boarding of new staff under the PMEL team
- Ensure that performance of the PMEL team is measured accurately and fairly in line with SPC PDS system

3. Programme/project development, design and resource mobilisation

- Develop and incorporate quality, results-focused and rights-based MEL practices into new project design and funding proposal development, including developing Theory of Change, Programme Logic, Programme Key Performance Indicators, and MEL plans
- Develop multi-year and annual MEL budgets (up to EUR 600,000), implement planned MEL activities and oversee MEL budget execution
- Contribute evidence towards resource mobilisation efforts

4. Regional PMEL coordination and support

- Collaborate with external partners to develop regional approaches and MEL frameworks for regional and international strategies
- Oversee MEL for the regional coastal fisheries strategy 'A New Song' through the Coastal Fisheries Report Card
- Support large-scale regional fisheries projects and programmes to promote MEL that is harmonised across the region and ensure common indicators and approaches are utilised
- Contribute to broader knowledge products and initiatives relating to MEL
- Contribute to SPC-wide MELnet group, tools and policies as a senior MEL practitioner at SPC

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 5 years of experience working on development sector MEL in the Pacific
- At least 5 years of experience managing staff including mentoring, staff appraisal and performance management
- Experience in MEL budget development and execution
- Experience in project management and coordination
- 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 development and use of databases and systems for visualising, entering, processing/cleaning and extracting data
- Strategic thinker with well-developed analytical skills and attention to detail.
- Experienced in strategic planning, consultation processes, and the development of monitoring systems
- Experience training, mentoring and coaching staff and partners on MEL
- 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 **Team Leader – Planning, Monitoring, Evaluation and Learning (FAME)** is a band 12 in SPC's 2020 salary scale; starting salary range of range 4,685–5,760 SDR (Special Drawing Rights) per month, which currently converts to approximately XPF 689,925–848,231 (USD 6,465–7,948; EUR 5,782–7,108). 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: AL000320

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 an organisational 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 planning a large business unit level multi-annual work programme using robust MEL evidence, in particular highlighting your approaches with different organisational stakeholders (e.g. MEL practitioners, Programme Managers, Senior Managers etc.).