

- 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** within its Fisheries, Aquaculture and Marine Ecosystems (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** includes the Oceanic Fisheries Programme (OFP) and Coastal Fisheries and Aquaculture Programme (CFAP). CFAP's goal is to ensure that inshore fisheries, nearshore fisheries and aquaculture in Pacific Island countries and territories are managed and developed sustainably. The programme assists governments and administrations to develop scientifically informed and socially achievable coastal fisheries management policies and procedures (national and community-based). It provides support for sustainable aquaculture, including planning, research and development, aquatic biosecurity and trade, for Pacific Island governments, the private sector and other stakeholders. It assists in developing sustainable nearshore fisheries in Pacific Island countries and territories to provide for food security, sustainable livelihoods, economic growth and assist climate change adaptation.

**The role** – the **Monitoring, Evaluation and Learning Adviser** will lead the design and implementation of monitoring, evaluation and learning for FAME as a division to enhance the achievement of research and development outcomes. This includes strengthening MEL systems, processes, and tools for reporting against the FAME Business Plan and providing strategic oversight and advice on the MEL components of priority projects/programmes.

**The key responsibilities of the role include the following:**

### Lead the design and implementation of monitoring, evaluation and learning

- Lead the design and implementation of the FAME's overall MEL approach, with dedicated support to priority projects / programmes.
- Develop results-focused MEL frameworks and MEL plans in consultation with FAME management and stakeholders that meet donor and SPC guidelines.
- Ensure alignment of priority projects with the FAME Business Plan and its corresponding MEL Framework.
- Develop MEL systems / tools to assist programme staff in collecting, analysing and using relevant information.
- Strengthen and support evaluation and learning systems and processes for FAME programmes and projects.
- Oversee project reviews and evaluations both internal and external to ensure consistently high-quality MEL deliverables.
- Provide supervision of FAME MEL Officers, and any interns or consultants reporting to the MEL Adviser.

### Results reporting and learning processes

- Lead the preparation of FAME contributions to corporate reports and evaluations through leading the design, synthesis and analysis of FAME performance data and evidence.
- Support program staff in reporting on progress of FAME programmes / projects in achieving their objectives, in accordance with donor/SPC guidelines.
- Facilitate learning and use of findings by leading reflections, discussions and reviews to inform programme improvement and share lessons learnt across FAME, SPC and with external stakeholders.

### Contribute to FAME strategy setting, programme design and adaptation

- Ensure high quality information is available for decision-making and priority setting by FAME staff, partners and members, and where necessary, facilitate strategic discussions and planning based on this information.
- Provide sound and timely advice to FAME management and staff based on strategic insights gathered from MEL data and evidence.
- Use MEL information to inform resource mobilisation including the design of new and existing projects, the FAME business plan, and conversations with donors.

### SPC and Division-wide PMEL capacity and support

- Provide support and guidance to FAME staff, partners, and SPC members to enhance understanding of MEL, evaluative thinking, and reporting processes and promote their use. This includes providing guidance and developing templates for the collection of relevant data by Project staff.
- Identify opportunities to enhance FAME's MEL capacity including providing mentoring and delivering any necessary training on MEL and associated tools.
- Support FAME staff to implement the SPC PEARL Policy and enhance divisional understanding of SPC guidance and requirements on integrated programming, concept development and results reporting processes.
- Participate in MELnet, the SPC Community of Practice for culturally responsive and contextually relevant PMEL.

- Support MEL of SPC flagship initiatives including 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

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### Qualifications

- A post graduate qualification in relevant field such as international development, evaluation, public sector policy, economics, natural resource management, social science, business administration, or a related discipline or equivalent body of knowledge and experience

### Technical expertise

- At least 10 years of experience in monitoring and evaluation with a thorough understanding of international best practices in a range of quantitative and qualitative evaluation methods and data analysis, or a postgraduate qualification in a relevant field.
- At least 2 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 systems.
- Ability to train and motivate staff on MEL systems, proposal development, monitoring and results reporting and use of online reporting tools.

### Language skills

- Excellent communication skills and report writing skills in English.

### 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

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**Contract Duration** – This vacant position is budgeted until 30 June 2028 and is subject to renewal depending on performance and funding.

**Remuneration** – the **Monitoring, Evaluation and Learning Adviser** is a band 11 position in SPC's 2025 salary scale, with a starting salary range of SDR (special drawing rights) 4,397-5,400 per month, which converts to approximately XPF 642,655-789,288 (USD 5,848-7,182; EUR 5,385-6,614). 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 10% 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 bilinguism, 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

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**Closing date:** 14 July 2025 – 11:00 pm, Noumea time

**Job Reference:** CR000440

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 and experience relative to the key selection criteria, and interest in this position
- responses to all screening questions

Your application will be considered incomplete and will not be reviewed at shortlisting stage if all the above documents are not provided.  
Applicants should not attach copies of qualifications or letters of reference.  
Please ensure your documents are in Microsoft Word or Adobe PDF format.  
SPC does not charge a fee to consider your application and will never ask for your banking or financial information during the recruitment process.

**Screening questions**

1. Describe a monitoring, evaluation and learning (MEL) framework you have designed and implemented. What approach did you use, what challenges did you face, and how did your MEL work influence programme decision-making and learning?
2. SPC FAME operates across the Pacific region and collaborates with a range of stakeholders including PICT governments, development partners, and regional agencies. Provide an example of how you have worked in a multi-stakeholder context to build MEL capacity or promote evidence-based decision-making. What was your role and what were the outcomes?
3. The MEL Adviser is expected to support both strategic planning and resource mobilisation. How have you used MEL data to contribute to programme design, donor engagement, or business plan development?