



**MSG Secretariat**  
**Secretariat du GFLM**  
Melanesian Spearhead Group | Le Groupe Fer de Lance Mélanésien

## **INFORMATION PACKAGE**

### **MONITORING AND EVALUATION OFFICER (M&EO)**

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## **I. BACKGROUND AND INFORMATION ON THE MSG SECRETARIAT**

The Melanesian Spearhead Group (MSG) was formally established in 1988 and consists of five members; Republic of the Fiji Islands; the Independent State of Papua New Guinea; Solomon Islands; the Republic of Vanuatu; and Front de Liberation Nationale Kanak et Socialiste (hereinafter referred to as “FLNKS”) of New Caledonia. The Associate member is the Republic of Indonesia and Observers, the Democratic Republic of Timor-Leste (DRTL), and the United Liberation Movement for West Papua (ULMWP).

The MSG member countries comprise the vast majority of the population of the Pacific Island region and their economies, fuelled by resources, tourism, and agriculture, are the most vibrant within the wider Pacific. The purpose of the MSG is to promote and strengthen: inter – membership trade; exchange of Melanesian cultures, traditions, and values; sovereign equality; economic and technical cooperation between states; and the alignment of policies in order to further MSG Members’ shared goals of economic growth, sustainable development, good governance, and security.

The MSG Secretariat is the administrative arm and was established in 2008. The Secretariat is based in Port Vila in Vanuatu with an approved staff ceiling of 37. The Secretariat’s key role is to; Provide sound policy and technical advice; Facilitate the implementation of members’ decisions; Advocate members’ collective interests in regional and international fora; and efficient management of resources to serve our members.

The MSG Secretariat’s strategic priorities and Work Program are delivered through three Divisions;

- Executive Division - Support the overall leadership and oversight of the MSG Secretariat to ensure the efficient delivery of services.
- Programs Division – delivery arm of the Secretariat in the implementation of Leader’s mandates in the areas of Trade, Investment, Socio-Economic Development, Governance, Political, Security, Legal, Environment, Climate Change, Natural Resource Management, and Sustainable Development.
- Corporate Services Divisions – provides corporate support to the delivery of the Secretariat’s strategic priorities and includes Human Resource Management, Finance and Administration, Information Technology, and Communications.

**II. POSITION DESCRIPTION**

**1. KEY POSITION DATA**

Job Title:	Monitoring and Evaluation Officer
Division:	Executive Division
Responsible to:	Senior Executive Advisor
Duration:	3 years
Job Purpose:	The M&E Officer is a newly created position that will support the entire Secretariat in monitoring and evaluating the implementation of key strategic documents.

**2. OVERALL CONTEXT**

In 2015, the Leaders approved the 2038 Prosperity for All Plan as the MSG sub-regionalism strategic document. The strategy represents the 'Plan' for the Group. Its various components/pillars are configured to support the strategy that the Group must follow in pursuit of the Vision. It is intended to further deepen the level and degree of integration and operation of the membership in the next 25 years. It has twelve pillars addressing different thematic areas that are identified as priorities for the MSG region.

As part of the implementation, the Secretariat developed sectoral policies and plans to guide its budget and annual work programs in respective divisions. These include the MSG Trade Agreement, MSG Roadmap for Inshore Fisheries Management and Sustainable Development, MSG Framework of Action on Climate Change, Environment, and Sustainable Development, and MSG Regional Security Strategy, to name a few. Further to these policy initiatives, major programs and projects were also executed to address the Secretariat's development needs. However, the capacity of the Secretariat to understand and learn from the impacts of these programs has been mixed and, in some cases, unknown.

Monitoring and Evaluation (M&E) will significantly assist the Secretariat in terms of providing useful information insight and, more importantly, providing performance feedback on the implementation of the 2038 Prosperity For All Plan, sectoral policies, and programs. M&E provides insights regarding major constraints affecting the implementation of the Secretariat's programs, policies, and projects. A well-functioning M&E process can help the Secretariat move towards better results-based management and policy-making, advice, and ultimately to better development outcomes. M&E is the tool used to help the Secretariat evaluate performance and identify the factors contributing to development outcomes under all program divisions and policies, including the 2038 Prosperity For All Plan.

Thus, the Monitoring & Evaluation position is an integral part of the Integrated Result Management of the Secretariat to oversee the sound implementation of monitoring & evaluation of all critical strategic policy documents, programs, and projects.

Under the guidance and supervision of the Senior Executive Advisor, the Monitoring and Evaluation Officer will contribute to the effective implementation of the monitoring and evaluation policy, ensuring that, at the least, minimum monitoring and evaluation requirements for all Programmes and projects are met and participated in the monitoring and risk management of programs and projects and conduct of thematic and crosscutting evaluations.

The M&E Officer will work in close collaboration with the Programmes and Operations Teams in the Secretariat, Government officials, and other partners to ensure that thematic, program, and project monitoring activities and evaluations are carried out according to schedules and that findings and recommendations are implemented.

### **3. KEY RESULT AREAS**

The Monitoring and Evaluation Officer shall be responsible to the Senior Executive Adviser on the following key areas of accountabilities:

1. **Develop** and support the implementation of adaptive monitoring and evaluation systems and processes for all key policies, programs, and projects (30%);
2. **Manage** internal ongoing monitoring and evaluation responsibilities for the Secretariat's activities across all pillars of work (15%);
3. **Develop** and contribute to improved M&E practice, systems, and tools across the Secretariat's divisions, mainly supporting the development of an organization-wide M&E database system (40%);
4. **Provide** M&E support to the Secretariat's divisions and operations, including support for evaluations, reviews, and results frameworks (15%).

*The requirements in the above Key Result Areas are broadly identified below:*

- 1. Develop and support the implementation of adaptive monitoring and evaluation systems and processes for all key policies, programs, and projects (30%)**
  - 1.1 Map the Secretariat reporting and M&E requirements;
  - 1.2 Identify the information and system needs for collecting monitoring information;
  - 1.3 Collaborate with the DG, DDG, Program Managers, staff, project teams, and other stakeholders to design and implement practical, robust, and sustainable M&E systems and processes;
  - 1.4 Coordinate regular periodic M&E data collection for annual reports and other progress reports;
  - 1.5 Regularly obtain feedback and review the practicality and relevance of the M&E systems for improvement.
- 2. Manage internal ongoing monitoring and evaluation responsibilities for the Secretariat's activities across all pillars of work (15%)**
  - 2.1 Coordinate input of M&E data and evidence for all sectoral plans across all pillars, including internal coordination of mid-year and end-of-year results reporting for Governing Body meetings;
  - 2.2 Manage quality assurance of monitoring and evaluation data on an ongoing basis;
  - 2.3 Extract, aggregate, and analyse M&E data for internal planning, reporting to governing bodies, donors, and other reporting processes in consultation with Program Managers;
  - 2.4 Support ongoing utilization of results, performance, and learning information across all program projects for learning, adaptation, and communications purposes.
- 3. Develop and contribute to improved M&E practice, systems, and tools across the Secretariat's Divisions, mainly supporting the development of an organization-wide M&E database system (40%)**
  - 3.1 Support the development and implementation of a M&E data management system for the Secretariat;

- 3.2 Support the development of tools for data visualisation and accessibility of M&E information and reporting;
- 3.3 Working with the Program Managers, continued development and refinement of the M&E toolkit, including developing tools, templates, and guidance.

**4. Provide M&E support to the Secretariat’s divisions and operations, including support for evaluations, reviews, results frameworks, and learning (15%)**

- 4.1 Apply technical knowledge and methodologies, analysis techniques, and M&E approaches to support Divisions in M&E to understand and report on impact;
- 4.2 Support the accessibility of evaluation outputs (including reports and management responses) across all Program Divisions;
- 4.3 Implement participatory and culturally responsive processes to develop theories and models of what success in a country and at sector and divisional means;
- 4.4 Provide support to monitor and evaluate Secretariat work as required - from projects up to Divisions with a line of sight to strategic, whole of the organization, and broader development commitments.

**5. Other duties**

- 5.1 Other tasks allocated by the Senior Executive Advisor and the Director General from time to time.

**4. PERSON SPECIFICATION**

**4.1 Nationality Requirement**

Must be a national of an MSG Member Country.

**4.2 Qualifications**

Essential	Desirable
Bachelor’s degree or equivalent in monitoring and evaluation, international development, public policy, statistics, economics, or a related field	Postgraduate qualifications in a relevant field, such as international development, monitoring and evaluation, public sector policy, economics

**5. REQUIRED KNOWLEDGE, SKILLS, AND EXPERIENCE**

The required knowledge, skills, and work experience for the position are:

- (a) Post-graduate qualifications in international development, monitoring and evaluation, public sector policy, and or economics;
- (b) At least 5-10 years of experience in monitoring and evaluation or other performance management information, including the development of M&E frameworks or databases and utilization of a wide range of quantitative and qualitative research methods;
- (c) Experience working in the international development sector in the Pacific, with an excellent working knowledge of the Pacific and in particular, the MSG region;

- (d) Experience supporting the development and implementation of data management systems and tools – including demonstrated experience in developing system requirements and designing, testing, and implementing practical business solutions;
- (e) Ability to train and mentor others in M&E and/or data management;
- (f) Experience working in an ethical, gender and culturally sensitive manner and delivering high-quality, user-focused reporting;
- (g) Excellent engagement, facilitation, and communication skills (oral and written) in English.

**Additional selection criteria are:**

- a) Must be a national of one of the MSG member states;
- b) strong interest, knowledge, and skills and demonstrated experience in policy development and analysis in sectoral planning;
- c) a strong aptitude for setting priorities and follow-up implementation;
- d) ability to network with similar organizations to ensure avoidance of duplication and to ensure effective implementation of the sectoral program through cooperation and complementarity of activities;
- e) ability to establish and maintain good working relationships with MSG member countries and Partners;
- f) demonstrate high-level of initiative with the ability to think laterally and identify innovative solutions;
- g) ability to organize and provide support to the MSG Secretariat meetings/workshops and visits;
- h) ability to work in a cross-cultural environment;
- i) excellent command of the English language both spoken and written (usage of the French language is an added advantage).

### III. REMUNERATION PACKAGE – TERMS AND CONDITIONS

<b>Duty Station</b>	Port Vila, Vanuatu
<b>Duration:</b>	The appointment is for a period of three (3) years with the possibility of renewal depending on performance and continued funding.
<b>Grade:</b>	The appointment will be at the Salary Band P5.1 of the authorized salary for internationally advertised positions.
<b>Salary:</b>	<p><b>Base Salary is from VUV 4,740,029 per annum</b></p> <p>The base salary for this position is from VUV4,740,029 – 6,026,531 million per annum tax-free plus benefits.</p> <p>Offers of appointment for initial contracts will be made at the lower end of this range with due consideration given to experience and qualifications. The Director General may appoint at a higher level if circumstances justify.</p>
<b>Term:</b>	The appointment is subject to a satisfactory medical examination, as well as a 6 months' probationary period. The probationary period may be varied by the Director General.
<b>Housing:</b>	Housing assistance is normally provided by MSG Secretariat equivalent to 75% of the actual rental value of the property rented in Port Vila.
<b>Education Allowance:</b>	Education allowance of up to 75% of actual school fees paid to assist with the education costs of your dependent children. Education allowance is limited to three (3) dependent children and capped at the Port Vila International School levels.
<b>Superannuation:</b>	The appointee will be entitled to a superannuation contribution of 4% of the base salary payable by the employer. A matching contribution of 4% will be paid by the appointee.
<b>Annual Leave:</b>	25 working days per annum
<b>Sick Leave:</b>	30 working days per annum
<b>Public Holidays:</b>	In accordance with Vanuatu public holidays
<b>Medical Benefits:</b>	The employee and his/her dependents will be entitled to medical insurance benefits based on the Secretariat's regulations.
<b>General:</b>	Appointment will be under the terms and conditions of the MSG Secretariat's Staff Regulations, a copy of which will be made available to the successful applicant.

#### IV. ADMINISTRATIVE INFORMATION

**ESSENTIAL:** Applications should include:

- Full information on education and career background; AND
- A detailed Curriculum Vitae to include names, addresses (postal and e-mail), fax, and telephone numbers of three (3) employment referees.

**Submitting applications:**

- a) **By email:** Subject matter to be clearly marked "***Application for Monitoring and Evaluation Officer***" and sent to [recruitment@msg.int](mailto:recruitment@msg.int) OR
- b) **By post or fax:** Application to be addressed and sent to:  
The Director General  
Melanesian Spearhead Group Secretariat  
PMB 9105  
Port Vila  
Vanuatu

**Deadline for applications: Friday 28, June 2024.**

**Late applications will not be considered.**

***MSG Secretariat is an equal opportunity employer and "Women" are strongly encouraged to apply***