
Position Description

Vacancy Title: **Monitoring, Evaluation and Learning (MEL) Specialist**

Location: **Suva, Fiji**

Reports To: **None**

Objective

The Monitoring, Evaluation and Learning (MEL) Specialist coordinates and maintains TTFB's MEL system for Key Priority Area 2 (Safeguarding Culture, Language and Heritage) and Key Priority Area 3 (Management, Leadership and Entrepreneurial Skills). High-quality evidence supports programme performance improvement, results demonstration, strategic decision-making, and accountability to communities, partners, the Board and development partners, reports to CEO.

Outcomes

Organisational Stakeholders

1. Monitoring and Data Governance Strengthened

- Coordination of programme data collection across KPA 2 and KPA 3 activities completed.
 - Programme indicator databases, evidence registers and reporting templates maintained.
 - Data quality, completeness, accuracy and timeliness ensured.
 - Monitoring of progress against MEL indicators, targets and key milestones completed.
 - Implementation of data protection, privacy and consent protocols completed.
 - Capture, verification and accessibility of programme data for reporting and decision-making ensured.
 - Availability of quarterly programme performance information within agreed timelines ensured.
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2. Reporting and Performance Insights Delivered

- Production of quarterly snapshots, KPI reports and CEO briefing papers completed.
 - Support for preparation of mid-year and annual MEL reports provided.
 - Analysis of quantitative and qualitative evidence to identify trends, risks and opportunities completed.
 - Presentation of findings in clear and practical formats for management and Board review completed.
 - Submission of quarterly, mid-year and annual reports on schedule and acceptance by management ensured.
 - Use of MEL findings to inform evidence-based management decisions supported.
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3. Learning and Adaptive Management Embedded

- Facilitation of mid-year and end-year learning and reflection sessions completed.
 - Support for Veivosaki-yaga discussions and evidence-based sense-making provided.
 - Tracking of recommendations arising from reflection sessions completed.
 - Assistance to teams to integrate lessons learned into workplans and programme improvements provided.
 - Delivery of at least two formal learning convenings annually ensured.
 - Agreement, documentation and incorporation of improvement actions into operational plans ensured.
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4. Evaluation and Research Evidence Generated

- Coordination of baseline assessments, outcome studies and evaluations completed.
 - Support for periodic wellbeing research and key evaluation question assessments provided.
 - Collection and documentation of case studies, success stories and community feedback completed.
 - Contribution to attribution and contribution analysis where appropriate provided.
 - Demonstration of programme contributions to community wellbeing, cultural preservation and enterprise development through evaluation evidence ensured.
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5. Community and Stakeholder Engagement Strengthened

- Support for culturally appropriate data collection through talanoa and community consultation provided.
 - Maintenance of strong working relationships with programme staff, community representatives and partners ensured.
 - Establishment of feedback loops so communities understood how information had been used ensured.
 - Promotion of inclusive participation of women, youth, persons with disabilities and marginalised groups completed.
 - Maintenance of community contributions to MEL processes and regular feedback on findings ensured.
 - Use and reporting of MEL activities demonstrating adherence to GEDSI principles and cultural protocols ensured.
 - Conduct of community feedback sessions for all major initiatives completed.
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6. MEL Systems and Capability Improved

- Development and improvement of MEL tools, dashboards, templates and SOPs completed.
- Strengthening of organisational MEL capability through training and coaching achieved.
- Support for active use of digital systems and data platforms for programme monitoring provided.
- Recommendation and actioning of improvements to data systems and reporting processes completed.
- Consistent use of standardised MEL tools across programmes ensured.
- Improvement of staff confidence and capability in MEL practices annually ensured.

7. Organisation's image and value standards demonstrated and promoted

- Collaborate with other teams in the organisation for the benefit of the organisation
- Monitor and encourage team members to uphold image and value standards
- Uphold and demonstrate the organisation's image and values

8. Teamwork and cooperation

- Cooperation within the team and greater function / department
- Cooperation across functions / departments
- Work collaboratively to achieve the set targets and goals

Responsibilities - Key Competencies

Competence	Description
Business	
Business Performance	Manage the performance of the organisation.
Risk Management	Analyse and manage risk.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
Social and Cultural Awareness	Respond respectfully and effectively to people of different cultural and social backgrounds.
People	
Team Orientation	Work in a team towards a common aim.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Problem Solving	Develop practical solutions to a situation.
Innovation	Use original and creative thinking to make improvements and/or develop and initiate new approaches.
Learning	Develop the competencies of self and others to enhance performance.
Self-Management	Manage your priorities and objectives efficiently and effectively
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Research	Apply formal research methodologies.

Qualifications

Qualification	Discipline	Notes
Preferred		
Other		Degree in Monitoring & Evaluation.
Preferred		
Other		Degree in Development Studies.
Preferred		
Other		Degree in Social Sciences.
Preferred		
Other		Degree in Statistics.
Preferred		
Other		Degree in Economics.
Preferred		

Qualification	Discipline	Notes
Other		Degree in Public Policy.
Preferred		
Other		Degree in Business.
Preferred		
Other		Degree in a related field (as applicable).

Work Knowledge and Experience

Minimum 3–5 years' experience in monitoring and evaluation, programme management or research.

Experience preparing analytical reports and managing programme data.

Experience using Excel, databases and reporting systems.

Strong facilitation and stakeholder engagement experience.

Experience working with indigenous communities (desirable).

Requirements

Regulatory Compliance Requirements

Professional knowledge of OECD-DAC evaluation criteria (desirable).. Understanding of cultural preservation, community development or enterprise development programmes (desirable).. Familiarity with Fiji's development sector and donor-funded programmes (d

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
Internal		
	Chief Executive Officer	
	Senior Programme Specialist	
	Programme Officers	
	Investment & Finance and Administration Team	
	Communications & IT Team	
External		
	Community representatives	
	Cultural institutions	
	Education and research partners	
	Government agencies	
	Development partners (e.g., DFAT)	
	Consultants and evaluators	

Attributes

Behavioural Styles

Accountable Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.

Detail oriented Attends to the small elements of a task/activity, ensuring completeness and accuracy.

Reliable Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.

Interpersonal Styles

Extrovert Outgoing and showing interest in events going on around them, particularly people, new experiences and changing situations.

Objective Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Trusting Places confidence in others without misgivings, relying on their ability, character, and truthfulness.

Thinking Styles

Analytic Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Reflective Takes a thoughtful and deliberative approach.
Well organised Controls tasks in a well thought out and critical manner.

How To Apply

Interested applicants can apply via the QR code or the link provided, emailed applications will not be accepted.

Contact for Enquiries

Contact Name: Grace Naleba

Contact Email: grace@maxumise.com

Further Contact Information: For queries please contact Ph: 3303137 or Mob: 733137

Closing Date: 25 Jul 2026