



## Position Description

Vacancy Title: **Monitoring, Evaluation and Learning Officer (M&EL Officer) - PROSPER**

Location: **Suva, Fiji**

Reports To: **None**

### Objective

The Monitoring, Evaluation and Learning Officer (M&EL Officer) supports PROSPER by strengthening project monitoring, evaluation, and learning systems and evidence generation, ensuring results data, plans, and reporting products are produced to required quality and timelines. Project baseline information, indicators, MEL planning, operational guidance, and stakeholder coordination are enabled to inform the Project Development Objective and implementation decisions; reports to the PMU Project Manager and MRMDDM.

### Outcomes

#### Organisational Stakeholders

##### 1. Results Framework and Baseline Evidence Established

- Baseline data for the project Results Framework identified and collected for inclusion in the Project Appraisal Document.
- Monitoring indicators for inclusion in the project Results Framework developed in collaboration with Ministries and stakeholders.
- Beneficiary feedback survey at baseline designed and conducted as part of project preparation under guidance of the Monitoring and Evaluation Specialist.

##### 2. MEL Planning, Budgeting, and Operational Guidance Produced

- Cross-ministry sourcing of information required for the project Results-Based Monitoring, Evaluation and Learning Plan coordinated under guidance of the Monitoring and Evaluation Specialist.
- Costed implementation plan for the Monitoring, Evaluation and Learning Plan prepared, including quantified costs for equipment, consultancies, and fieldwork.
- Technical inputs to the Project Operations Manual developed with the Operations Specialist, including a Monitoring, Evaluation and Learning section defining methodologies to track the Project Development Objective.
- Inputs to the project annual workplan and budget developed.

##### 3. Stakeholder Engagement, Missions, and Reporting Deliverables Completed

- Site visits and World Bank missions participated in and summaries of meeting notes prepared.
- Monthly progress reports prepared including key actions accomplished during the reporting period.
- Summary notes, meeting minutes, and attendance records of community consultations, workshops, and meetings prepared and submitted to the PMU Project Manager and MRMDDM.
- Timesheets maintained documenting inputs and deliverables produced for each input.

### Responsibilities - Key Competencies

| Competence                    | Description                                                                                         |
|-------------------------------|-----------------------------------------------------------------------------------------------------|
| <b>Business</b>               |                                                                                                     |
| 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                                                   |
| <b>Customer</b>               |                                                                                                     |
| 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.        |
| <b>People</b>                 |                                                                                                     |
| Facilitation                  | Assist the progress of work ensuring its timely and effective completion.                           |
| Problem Solving               | Develop practical solutions to a situation.                                                         |
| Self-Management               | Manage your priorities and objectives efficiently and effectively                                   |
| <b>Professional</b>           |                                                                                                     |
| Technical Strength            | Demonstrate knowledge of a specialist discipline.                                                   |
| Compliance                    | Comply with relevant laws and the policies and procedures of the organisation.                      |
| Technology Application        | Apply technology.                                                                                   |

## Qualifications

| Qualification                             | Discipline                                              | Notes                                                                          |
|-------------------------------------------|---------------------------------------------------------|--------------------------------------------------------------------------------|
| <b>Preferred</b>                          |                                                         |                                                                                |
| Degree                                    | Economic and Social Studies                             | Graduate degree in economics, statistics, social sciences, or a related field. |
| <b>Desirable</b>                          |                                                         |                                                                                |
| Higher Degree incl. Post Grad Cert or Dip | Social and Community Services, Statistics and Economics | Advanced degree in a relevant field (advantage).                               |

## Work Knowledge and Experience

- Minimum of 5 years of work experience in monitoring, evaluation and learning.
- Experience in qualitative and quantitative data analysis and use of relevant software tools.
- Experience coordinating with Ministries and diverse stakeholders in support of monitoring and reporting processes.
- Experience working with the World Bank or other international development partners (advantage).
- Experience supporting development of results frameworks, indicators, MEL plans, and costed implementation plans.

## Requirements

### Language Proficiency

- Fluent written and spoken English
- Ability to converse in local vernacular (e.g., iTaukei or Hindi).

## Other Required Statements

- No other required statements found.

## Interactions

| Type            | Interaction                                                                  | Comments |
|-----------------|------------------------------------------------------------------------------|----------|
| <b>Internal</b> |                                                                              |          |
|                 | MRMDDM                                                                       |          |
|                 | Monitoring and Evaluation Specialist.                                        |          |
|                 | Line Ministries and government divisions.                                    |          |
|                 | PMU Project Manager.                                                         |          |
|                 | PMU team.                                                                    |          |
| <b>External</b> |                                                                              |          |
|                 | World Bank missions                                                          |          |
|                 | International Development Partners (as applicable).                          |          |
|                 | Line Ministries and government divisions.                                    |          |
|                 | Consultants and service providers (e.g., for surveys, equipment, fieldwork). |          |

## 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

- |            |                                                                                                                |
|------------|----------------------------------------------------------------------------------------------------------------|
| Forthright | Speaks out frankly without hesitation, showing a direct manner.                                                |
| Objective  | Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement. |

### Thinking Styles

- Analytic                   Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
- Disciplined/Systematic   Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.

## How To Apply

### Contact for Enquiries

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**Closing Date:** 13 Sep 2026