



POSITION DESCRIPTION

POSITION TITLE	Monitoring, Evaluation, Learning and Adaptation (MELA) Specialist
DURATION	3 years with the opportunity for extension
LOCATION	Apia, Samoa
POSITION REPORTS TO	Performance Manager

ABOUT THE PPIU

The PACER Plus Implementation Unit (PPIU) was established on 21 July 2021, and the Host Agreement was signed with the Government of Samoa on 9 September 2021. The PPIU's main objective is to assist Parties to the Pacific Agreement on Closer Economic Relations (PACER) Plus to implement the Agreement and related arrangements by managing the delivery and implementation of the Development & Economic Cooperation Work Programme. The Work Programme helps the eight Pacific PACER Plus Parties (the Cook Islands, Kiribati, Niue, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu) to strengthen their capacity to benefit from regional and international trade and contribute to economic growth and sustainable development. It coordinates delivery of the Work Programme, provides technical and operational support to Parties, facilitates engagement among Parties and stakeholders, and supports monitoring and reporting on progress.

The PPIU operates in accordance with its Constitution and supports the governance arrangements of the Agreement, including providing support to the PACER Plus Joint Committee and Budget Committee as required.

ROLE PURPOSE AND EXPECTED OUTCOME

The MELA Specialist will be the technical lead for Monitoring, Evaluation, Learning and Adaptation (MELA) activities and will be responsible for managing all evaluations, assessments, and technical activities as well as translating evidence collected into guidance for implementation.

POSITION ACCOUNTABILITIES

To achieve the expected Outcomes the Communication Specialist will perform the following roles and responsibilities.

1. Lead and Drive MELA Implementation

- Lead and drive the implementation of Monitoring, Evaluation, Learning and Adaptation (MELA) across PPIU.
- Coordinate and align organisation-wide MELA activities, working closely with programmes, departments, and project teams to ensure consistency with organisational priorities and regional good practice.

2. Strengthen Data Quality and Deliver Insights

- Strengthen and embed data quality assurance systems across programmes and projects.
- Facilitate and drive MELA planning, data sensemaking, and analysis to deliver evidence-based insights for decision-making (e.g. partner surveys, outcome analysis workshops).
- Develop and deliver data visualizations, dashboards, and reporting tools to enhance organisational learning and adaptive management.
- Identify and analyze programme risks and support teams to mitigate risks through evidence-based approaches.

3. Build Capacity and Champion Collaboration

- Build and strengthen MELA capacity across PPIU and partners through targeted training, mentoring, and technical support.
- Champion collaboration and knowledge sharing to improve MELA systems, tools, and practices across programmes.
- Ensure consistent implementation of PPIU's branding and public engagement standards across all communication products and platforms.

4. Impact communication and reporting

- Drive and strengthen organisation-wide performance monitoring and reporting systems to ensure timely, accurate, and results-based reporting.
- Contribute to developing impact stories utilising MELA approach and tools.
- Lead and contribute to the development of high-quality reports, briefs, and communication products that clearly articulate results, impact, and lessons learned.
- Provide technical advice and reports on M&E data and information that support and promote the work of PACER Plus at country and regional level.

QUALIFICATIONS AND EXPERIENCE

Qualifications

- Master's degree in international development, economics, statistics, research methods, political science, public policy, social science, or a related field

Technical Expertise

- At least 7 years of relevant Monitoring, Evaluation, Learning and Adaptation experience, including data analysis and assessment, designing evaluation methodologies, indicator development, and utilizing data quality verification techniques for large development projects
- Proven experience conducting training and capacity development activities, as well as facilitating learning events
- Previous experience working with Aid funded Projected and familiarity with DFAT/MFAT policies related to evaluation and performance management
- Excellent written and oral communication in English

Personal specifications

- Ability to communicate effectively and work with people of diverse cultures and backgrounds.
 - Ability to build rapport and productive relationships with colleagues and external stakeholders across public, private and non-government sectors in a Pacific setting.
 - Excellent organisation skills, professional approach, timely delivery and responsive.
 - Positive team player, with strong mentoring/peer support approach.
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