



MINISTRY OF MULTI-ETHNIC AFFAIRS & SUGAR INDUSTRY

JOB DESCRIPTION: MONITORING AND EVALUATION OFFICER

CORPORATE INFORMATION

1. Position Band: Band F
2. Salary Range: \$24,989.57 - \$31,534.46
3. Duty Station: Suva
4. Reporting Responsibilities:
 - a) **Reports To:** Permanent Secretary through the Director Multi-Ethnic Affairs
 - b) **Liaises with:** Director Multi-Ethnic Affairs, Head of Research, Policy and Projects, Principal Policy Analyst, Media Liaison Officer, other internal staff, Government Agencies and Statutory Bodies, Private sector, Civil Society, Non-Government Organizations and General Public.
 - c) **Subordinates:** None

POSITION PURPOSE

The purpose of the position is to collate, monitor, and provide analysis and documentation to support the effective operation of the Ministry and timely feedback on the outcomes from the ministries implemented programs and projects.

The role also liaises and consults with other departments of the Ministry and a range of external stakeholders to seek and provide information and advice.

KEY RESPONSIBILITIES

1. Identify programs and projects to be monitored to ensure effective monitoring mechanisms are in place as aligned to Ministry's key priority areas.
2. Ensure effective monitoring mechanisms are in place to capture and compile relevant data and information.
3. Conduct field surveys and analyze baseline information from multiple sources for dashboard updates for the projects implemented by the Ministry of Multi-Ethnic Affairs
4. Prepare and submit monitoring reports to ensure accurate and updated records on the performance and impact are maintained.
5. Create and maintain an Implementation tracker and monthly Dashboard capturing key statistical indicators relevant to the Ministry.
6. Initiate innovative project management approaches for data management in consultation with Section Heads and senior officers in the areas of social cohesion, Multi-Ethnic affairs and other issues arising.

7. Build relationships in collaboration with staff across the Ministry, as well as with external agencies and industry bodies to ensure that the Ministry's information need is met in a timely manner and projects are managed effectively.
8. Actively contributes to all corporate requirements of the Ministry, including planning, budgeting, performance management and selection activities where required.

KEY PERFORMANCE INDICATORS

1. Monitor and identify instances of non-compliance among grant recipients to improve systems or processes which are practiced by the Ministry.
2. Ensure consistent evaluation reports are utilized by stakeholders and decision-makers for strategic planning and policy formulation, demonstrating the officer's proficiency in providing actionable insights and recommendations. Effective and active engagement with Stakeholders.
3. Provision of quality reports and briefs delivered within agreed timelines and meeting specific requirements.
4. Ensure effective record keeping and up-to-date registers towards Ministry's Dashboard system.

PERSON SPECIFICATION

Bachelor's Degree (or equivalent work experience) in Project Management, Economics, Statistics, Management & Public Administration, or Social Sciences, and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least three (3) years proven work experience in a similar role
2. Proficiency in data analysis and interpretation, using tools such as Project Management, statistical software, or data visualization tools to assess project performance and identify trends.
3. Practical working knowledge of data collection and collation, data analysis and research presentation.
4. Strong written communication skills to produce comprehensive and coherent evaluation reports with clear findings, conclusions, and recommendations.
5. Knowledge of various evaluation methodologies, such as quantitative and qualitative data collection techniques, impact assessment, and outcome measurement.
6. Sound working knowledge of applicable regulations and policies in Fiji and group two driving license with valid Defensive Driving Certificate.

Skills and Abilities

1. Analyze data, interpret results, and draw meaningful conclusions. Strong analytical abilities are essential for understanding research findings and contributing to the research process.
2. Effective and clear communication to lead researchers interview subjects in order to present findings.
3. Apply critical thinking to evaluate research methods, assess data accuracy, and develop conclusions.
4. Precise attention to detail ensures accurate data collection, adherence to research parameters, and quality control.
5. Familiarity with specific equipment, data collection tools, and software, proficiency in statistical analysis and graphical representation of data is beneficial.
6. Ability to balance multiple tasks, meeting deadlines, and prioritizing work efficiently.
7. Effectively collaborate with colleagues, participate in group discussions, and contribute to research projects.
8. Possessing problem-solving skills to help overcome obstacles effectively.

PERSONAL CHARACTER:

All applicants for employment must be Fijian Citizens, under age 60, with personal character and background, politically neutral that demonstrate a commitment to the Public Service Values and Code of Conduct. Appointment offers will be subject to confirmation of a clear police record.

The Ministry of Multi-Ethnic Affairs is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skill and abilities required for the job, as these criteria will be considered in assessing the relative suitability of applicants.