

Monitoring and Evaluation Coordinator (Kiribati)

Long Term / Short Term	Long Term	Classification	Level 14
Location	Pacific based	Reports To	M&E Senior Manager – LSUs & Secretary of the Kiribati Ministry of Employment and Human Resources (MEHR)

Pacific Labour Mobility Support Program (PLMSP)

Palladium is a global leader in the design, development, and delivery of Positive Impact – the intentional creation of enduring social and economic value. We work with governments, businesses, and investors to solve the world's most pressing challenges. With a team of more than 4,000 employees operating in 90-plus countries and a global network of over 35,000 experts, we help improve economies, societies, and, most importantly, people's lives.

The Pacific Australia Labour Mobility (PALM) scheme is a signature initiative for the Australian Government that enables workers from 9 Pacific Island Countries (PICs) and Timor-Leste to work in priority sectors in Australia. The Pacific Labour Mobility Support Program (PLMSP) builds on the successes of the Pacific Labour Facility (PLF) program, with a renewed focus on the provision of tailored support to worker sending countries to address their specific needs and priorities. Palladium is contracted to deliver PLMSP on behalf of Department of Foreign Affairs and Trade (DFAT).

PLMSP's role is to provide DFAT and governments in 9 PICs and Timor-Leste with support to enable workers to access PALM scheme in inclusive ways that maximise the benefits for the workers and national economies while minimising risks from labour mobility participation. PLMSP's primary functions include capacity building for PALM scheme labour sending units; skills development and training for PALM workers; support for returning PALM workers and their families; information system management; monitoring, evaluation, research and learning; and communications.

Purpose of Position

The **Monitoring and Evaluation (M&E) Coordinator** will be responsible for providing M&E support to LSUs to ensure they have the data needed to inform their participation/engagement in the PALM scheme.

Primary Responsibilities

The primary responsibilities of the **M&E Coordinator** can be broadly described as follows:

- Support LSUs to identify their M&E, research and learning needs through the development of M&E frameworks/plans.

- Develop and implement appropriate data collection tools and methods in accordance with the M&E framework.
- Through the annual planning process, identify and implement M&E activities that meet the information needs of LSUs and other relevant in-country stakeholders.
- These activities could include: survey administration, country-level reviews and evaluations, monitoring missions and learning activities.
- Ensure that activities meet the program's ethical guidelines for research and evaluation.
- Provide MERL capacity development activities within LSUs, including trainings, mentoring and other methods/approaches on data collection and data management practices.
- Produce compelling M&E products (including reports, dashboards and policy briefs) that meet the information needs of the intended audience/s.
- Support the uptake of evidence amongst LSU staff, especially LSU management.
- Collaborate closely with the LSU in-country recruitment database (IRD) coordinator to improve data quality and reporting.
- Participate in flagship MERL activities (in PLMSP).
- Ensure that cross-cutting priorities, particularly in relation to GEDSI, are mainstreamed in all activities and outputs.
- Understand how innovation and technology shape the way we work and introduce new ways of working through AI, data and technology.
- Collaborate with the DOL and PLMSP's communications team to promote the PALM scheme through success stories, social media posts and other communication methods in line with the PLMSP data collection and content gathering guidelines.

Relationships, Communication & Development:

- Develop and maintain client and stakeholder relationships across assignments and maintain professional, respectful and effective relationships with your colleagues.
- Proactively lead internal initiatives to seek improvements, encouraging team participation and sharing of new ideas.
- Train or buddy more junior colleagues; as well as support the onboarding and training of project teams on company policies and guidelines.
- Focus on self-development by assessing individual contribution against the capability framework, welcoming and embracing regular feedback from others and developing skills in providing balanced feedback to others.
- Create, promote and maintain an equitable, diverse and inclusive work environment through respecting the views of others, listening with empathy and resolving differences in a positive and constructive manner through applying effective conflict resolution techniques.

Other

- Other tasks as reasonably requested by the M&E Senior Manager - LSUs.

- Travel locally and internationally, as required.
- Advocate for Australian development priorities.
- Foster equality, diversity and inclusion, drawing on capabilities from within the country/region wherever possible.
- Comply with, and advocate for, DFAT's policies in all aspects of implementation, including gender, disability, fraud and anti-corruption, PSEAH, child protection and environmental and social safeguards. This includes incorporating policy principles into planning and everyday work, promoting process improvements, and reporting concerns to your Line Manager or Palladium's Integrity Hotline (details on Palladium website).
- Operate with high levels of integrity, consistent with the intent of DFAT's Ethics, Integrity and Professional Standards Policy Manual.

Reporting Requirements

This role reports into the M&E Senior Manager – LSUs. Reporting requirements may include but are not limited to:

- Attendance at team meetings, other requested meetings and regional meetings (e.g. townhalls).
- Regular (minimum of monthly) one to one meetings with your line manager on the status of personal Key Result Areas (KRAs), career development discussions and any other matters.
- For this role, we require that employees maintain an in-office presence for 100% of their working week

Minimum Education and Experience Required

- Tertiary qualification in international development, sociology, anthropology, political science, or in another methodology-related field.
- Experience in qualitative and/or quantitative M&E, research and/or data analysis
- Excellent organisational and management skills, including an ability to initiate and follow up tasks, prioritise and monitor progress, manage a team to achieve targets and outcomes
- Strong communication skills with an ability to communicate with diverse audiences using multiple channels (infographics, written, workshops, reports, etc).
- Ability to speak in English and the local language of the country.
- An understanding of principles of GEDSI and good cultural competency
- Experience in facilitating workshops, training activities and coaching/mentoring of others.
- Experience in building and fostering relationships with government partners in different contexts.

Due to the evolving nature of our program, it is possible that the incumbent may be expected to undertake duties that fall outside the remit of their original Terms of Reference as reasonably required to ensure the ongoing success of the program.

Where this is required, the following will occur:

- The adviser has the skills and experience to fulfill the duties.
- This arrangement will be short term in nature.

Core Capabilities

Palladium's Core Capability Framework outlines the standard of performance and behaviours expected at each level within the organisation. It also provides a benchmark for assessing areas of potential strength as well as the identification of potential skill gaps or areas for development and improvement.

The project Capability Framework forms the basis of how we recruit, how we lead and the behaviours we exhibit, how we manage performance excellence and develop our future workforce.

Our capabilities link to a number of other processes, policies and guidelines including:

- Performance management/ performance excellence - setting and maintaining standards and helping employees excel and develop
- Career Pathways including our Career Progression Framework
- Organisational design – identifying any skills gaps, outlining job roles and responsibilities
- Development, growth, learning, and training
- Sustainable business – going beyond compliance to ensure sustainable and ethical considerations are woven throughout everything we do. This aligns equity, diversity and inclusion; safeguarding; and environmental objectives

Approval

Reviewed by:	PLF QLP Lead	Date:	17/10/2024
Approved by:	PLF Deputy Team Leader	Effective date:	18/10/2024

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