



always there

Job Description	
POSITION: Planning, Monitoring, Evaluation and Reporting (PMER) Coordinator	REPORTS TO: Manager Programs
DIRECT REPORTEES: N/A INDIRECT REPORTEES: N/A	LOCATION: National Office, Suva
INTRODUCTION: <p>The Fiji Red Cross Society (FRCS) is the largest local humanitarian organisation in Fiji committed to quality service delivery to the most vulnerable. The organisation is part of the Red Cross & Red Crescent Movement which has 192 member countries.</p> <p>The Society is recognised by the Government of Fiji as a voluntary relief organisation, and is auxiliary to Government. It has 16 branches throughout the country with Divisional Centres in the West, North and Central/Eastern Divisions which are supported by the National Office based in Suva.</p> <p>The Fiji Red Cross Society has the biggest volunteer system in the Fiji Islands and they are community-based so as to enhance the effectiveness of our reach and work as an organisation.</p>	
ROLE PURPOSE: <p>Planning, Monitoring, Evaluation and Reporting (PMER) Coordinator is responsible for working with all sectors within the National Society, Divisional, Branches to help implement and improve planning, monitoring, evaluating and reporting capacity.</p> <p>The incumbent will be responsible for the following:</p> <ul style="list-style-type: none">○ Support and coordinate the Organisational structure to provide the necessary monitoring, evaluation and reporting for each program rolled out to Communities○ Ensuring quality and consistency in the execution of programs within the mandate and framework of FRCS○ Sets up the PMER framework for the Society that is in align with the Strategic Plan and contributes to strengthening the National Society with quality performance and impactful programs implemented○ Reporting of funded projects or programs enabling FRCS to provide the necessary support to donors for funding opportunities provided.○ Required to abide by the Red Cross Principles and Values at all times and pledge to abide by the Child Protection Policy.	
JOB DUTIES AND RESPONSIBILITIES: KEY ACTIVITIES Based at the National Office, Suva, the incumbent will have the following duties and responsibilities: Planning <ul style="list-style-type: none">● Provide technical assistance towards the National Society's operational plan, programme planning and strategic planning.● Develop and review existing logic model, performance measurement framework which includes indicators and monitoring and evaluation plan, annual work plans and project implementation plan.	

- Provide technical assistance to Disaster Coordinator & Team/Program Manager on the development/review of existing Emergency Plan of Action and P.E.R.
- Coordinate the effective implementation of needs assessments, gap analysis or baseline survey where required.
- Develop processes/procedures and tools that support the data collection and analysis in a quality and credible manner.
- Ensure that cross cutting issues (gender/governance and environmental sustainability) are properly mainstreamed into all programs planning.
- Compile lessons learnt and best practices and ensuring that it's being integrated into projects and plans of all programmes.
- Support strategic plan review/formation for the National Society

Monitoring

- Develop design and maintaining of project monitoring and evaluation (M&E) system to ensure smooth measurement of the indicators according to the needs of the project, IFCS(full text) and donors requirement
- Develop design/review and implementation of data collection systems to measure indicators.
- Provide the necessary training and coaching to staff on how to use the data collection tool.
- Inform the project manager on the progress based on the findings of data analysis and recommend necessary adjustments to implementation plan.
- Conduct monitoring with teams in communities and with stakeholders to ensure adherence to FRCS MER principal as well as FRCS Values, Policies and Code of Conduct.

Evaluation

- Participate in the design and management of evaluation activities for all projects
- Participate in mid-term and final project evaluations including operational audits of project/program activities when required.
- Contribute to the development of term of references, inception reports and data collection tools. Review and provide feedback to draft evaluation reports.
- Ensure effective and concrete participation of National Staff/Branch Executives in the evaluations, promoting a participatory approach.
- Monitoring and support the implementation of the recommendations from evaluations and reporting the status on a regular basis.

Reporting

- Collate and Submitting the Federation Data Reporting (FDRS) requirements for submission annually by the FRCS Board.
- Supporting quality Data collection for Annual Report.
- Maintaining a reporting matrix for the Society on due dates of all narrative reporting for the FRCS.
- Collate articles, case studies, best practices across projects for evidence gathering and replication of successful practices apart from other needs including publication.
- Lead the Data collection for the Society's next strategic plan.

Capacity building

- Assist in coordination, design and delivery of MER training to staff and volunteers.
- Engage in relevant knowledge sharing in MER practices, frameworks and tools, including field visits as required.
- Ensure volunteers and project staff are fully trained on M&E and the project's reporting requirements.

Relationship and Partnerships

Internal

- Work collaboratively and indirectly with Program Coordinators in planning, data collection, evaluations, reporting and training.
- Maintain and develop excellent working relationship with the National and Divisional staff, Branches, staff and volunteers
- Brief relevant stakeholders (new and existing) on the role of PMER in FRCS as required.

<p>External</p> <ul style="list-style-type: none"> • Work with Technical Support Advisor (identified as required) to ensure quality programming is implemented across all areas of intervention. • Work with IFRC PMER officer to ensure that IFRC MER standard and indicators are captured and reflected in IFRC supported programs. • Participate in and contribute to regional/global MER events as appropriate, maintaining a high level of awareness of national, regional and international relevant debates and networks. <p>Finance</p> <ul style="list-style-type: none"> • Preparation of monthly reports to Manager Programmes detailing activity progress, financial monitoring and overall programme planning and management. • Assist management and Auditor in asset management.

Issues applicable to All Staff

1.	Must subscribe and adhere to the FRCS fundamental principles.
2.	Must sign the FRCS Child Protection Policy.
3.	Promotes gender development and equal opportunities in team development.
4.	Promotes Protection and Social Inclusion in program activities.
5.	Perform other related duties as assigned by the Director General.

Position Requirements

Education	Required	Preferred
Degree or relevant tertiary qualification in Social Sciences and/or Management or relevant discipline		X
Diploma in community/ youth development, social sciences or related field	X	
Experience	Required	Preferred
Minimum of 3 years' experience in a related field.	X	
Minimum of 3 years' experience in a non-profit organisation		X
Good computer and office support skills.	X	
Proficiency in use of Microsoft Office	X	
Good spoken and written English	X	
Able to work under minimum supervision		X
Knowledge and Skills	Required	Preferred
Hold knowledge and understanding of resilience, disaster and climate change issues in the Pacific.	X	
Strong data collection and analysis skills	X	
Ability to work with data from multiple unique sources, troubleshooting as necessary.	X	
Training/facilitation skills	X	
Comprehensive research, interpretation and critical analysis skills.	X	
Self-supporting in computers (Windows, spreadsheets, word-processing)	X	
Fluency i-Taukei language or Hindustani would be an asset.	X	
Good numerical and report writing skills.	X	