



**LEGAL AID COMMISSION**  
*"An Equal Opportunity Employer"*

**POSITION DESCRIPTION**

|                      |                                    |                     |                                            |
|----------------------|------------------------------------|---------------------|--------------------------------------------|
| <b>Employee:</b>     |                                    | <b>Employee ID:</b> |                                            |
| <b>Salary Scale:</b> | <b>[\$22,576.80 - \$28,000.00]</b> | <b>Position:</b>    | <b>Monitoring &amp; Evaluation Officer</b> |
| <b>Level</b>         | <b>SA 03</b>                       | <b>Duty Station</b> | <b>Suva</b>                                |
| <b>Reports to:</b>   | <b>Business Analyst</b>            | <b>Report</b>       | <b>N/A</b>                                 |

**Objective**

The Monitoring & Evaluation Officer is responsible for designing, implementing, and managing systems to create tools, track project performance, analyze data, and provide actionable insights to improve program effectiveness at the Legal Aid Commission ("***the Commission***").

**Key Responsibilities**

- Design monitoring strategies, frameworks, and indicators to assess project or program performance and outcomes
- Ensure accuracy, completeness and quality of the Commission's performance information
- Coordinate the implementation and monitoring of the Annual Corporate Plan (ACP) across all departments
- Assist the Business Analyst to maintain an analytical Dashboard that captures key statistical indicators relevant to the Commissions Strategic Goals and Key Performance Indicators (KPIs).
- Identify implementation delays, risks, challenges and performance gaps and escalate issues and recommendations to the Business Analyst.
- Prepare and submit monitoring reports to ensure accurate and updated records on the performance and impact are maintained.
- Review existing processes, document lessons learnt and best practices to improve organizations' performance
- Encourage teamwork and cooperation through stakeholder engagement and technical proficiency across departments of the Commission
- Actively contributes to all corporate requirements of the Commission, including planning, budgeting, performance management and selection activities where required.

- Demonstrate and promote the Commission's image and value standards

## **SELECTION CRITERIA**

### **The Person**

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

### **Knowledge, Experience, Skills and Abilities**

- At least two (2) years' experience monitoring and evaluation, performance management. Relevant experience in corporate planning and organizational reporting would be considered as an added advantage.
- 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.
- Practical working knowledge of data collection and collation, data analysis and research presentation.
- Strong written communication skills to produce comprehensive and coherent evaluation reports with clear findings, conclusions, and recommendations.
- Knowledge of various evaluation methodologies, such as quantitative and qualitative data collection techniques, impact assessment, and outcome measurement.
- Analyze data, interpret results, and draw meaningful conclusions. Strong analytical abilities are essential for understanding research findings and contributing to the research process.
- Apply critical thinking to evaluate research methods, assess data accuracy, and develop conclusions
- Precise attention to detail ensures accurate data collection, adherence to research parameters, and quality control.
- Familiarity with specific equipment, data collection tools, and software, proficiency in statistical analysis and graphical representation of data is beneficial.
- Ability to balance multiple tasks, meeting deadlines, and prioritizing work efficiently.
- Possessing problem-solving skills to help overcome obstacles effectively.

### **Eligibility**

All applicants for employment in the Legal Aid Commission will be required to provide a medical and police clearance as a pre-requisite condition for employment.

### **Change to Job Description**

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment hence this job description may be reviewed to accommodate the change.

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Monitoring & Evaluation Officer

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Date

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Business Analyst

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Date