

JOB DESCRIPTION			
MONITORING AND EVALUATION OFFICER			
Department:	Research and Strategic Planning	Date Prepared:	October, 2025
Location:	Level 6, Civic Tower, Suva	Prepared by:	Human Resources
Incumbent:	-	Approved by:	Chief Executive Officer
Reports to:	Head of Research and Strategic Planning		
Internal Relationships:	Head of Research and Strategic Planning, Research Officer, Department Heads, Managers and Investment Fiji Staff.		
External Relationships:	Government Ministries, Development Partners, Donor Agencies, Private Sector Stakeholders, Academic and Research Institutions.		
Authorities:	Research and Strategic Planning		
Support Staff:	N/A		
Procedures, Policies & Guidelines:	People and Culture Policy, IT Policy, Finance Manual, Service Guarantee Guidelines		
Position Description:	The Monitoring and Evaluation Officer supports Investment Fiji's research and strategic planning function by developing, implementing, and maintaining a robust M&E framework. The role ensures that performance data is systematically collected, analyzed, and reported to support evidence-based decision-making, accountability, and continuous improvement across programs and initiatives.		

KEY RESULT AREAS (Distinct areas that contribute most to position performance)	SPECIFIC ACTIVITIES/TASKS (Specific activities/tasks that contribute towards achieving the performance of the KRA)
MONITORING AND EVALUATION FRAMEWORK	• Support the design, implementation, and regular review of the organization's M&E; framework and performance management systems. • Develop and maintain monitoring tools, indicators, and data collection templates aligned with the Strategic Plan and Annual Corporate Plan. • Track performance against KPIs, outputs, and outcomes across departments and projects
DATA MANAGEMENT AND ANALYSIS	• Collect, verify, and analyze data from various units and projects to measure progress and identify trends. • Maintain a centralized database of performance indicators and program results. • Conduct quantitative and qualitative analysis to assess impact and inform strategic decisions.
REPORTING AND DOCUMENTATION	• Prepare timely and accurate progress reports (monthly, quarterly, and annual) for Management, the Board, and external stakeholders. • Support the preparation of high-quality Board papers, donor reports, and evaluation summaries. • Ensure compliance with data quality standards and consistency in reporting formats.
RESEARCH AND LEARNING	• Collaborate with the Research Officer to integrate findings from M&E; into organizational learning and strategy updates. • Identify best practices, success stories, and lessons learned for dissemination across the organization. • Contribute to policy briefs and performance reviews with evidence-based recommendations
STAKEHOLDER ENGAGEMENT	• Coordinate with government agencies, development partners, and private sector stakeholders for data sharing and joint reporting. • Support external audits, reviews, and evaluations of Investment Fiji programs. • Represent the department in M&E; and data management meetings or workshops when required

DIGITAL DATA SYSTEMS	- Support digital transformation of monitoring systems, including dashboards and online reporting tools. - Ensure data security, accessibility, and integration with organizational information systems.
ADDITIONAL DUTIES	Assist in any other duties assigned by the Head of Research and Strategic Planning or the Chief Executive Officer.

KEY SELECTION CRITERIA:	
QUALIFICATIONS:	
Essential	Desirable
Bachelor's Degree in Economics, Statistics, Development Studies, Business, Public Policy, or related discipline or 7- 10 of working experience.	Postgraduate qualification in Monitoring & Evaluation, Research Methods, or Strategic Management.
KNOWLEDGE/EXPERIENCE:	
Essential	Desirable
2–4 years' experience in monitoring and evaluation, performance reporting, or data analysis in a medium to large organization. - Experience with developing and tracking performance indicators and log frames. - Proficiency in data management and analysis tools (MS Excel, Power BI, or statistical software such as SPSS/Stata). - Strong report writing and analytical skills	- Experience in investment promotion, trade facilitation, or economic development projects. - Familiarity with national development frameworks and SDGs.
KEY SKILLS/ATTRIBUTES/COMPETENCIES	
Competencies	Skills
Monitoring & Reporting	Development of M&E frameworks, indicator tracking, and impact evaluation.
Research & Analysis	Data collection, interpretation, and evidence-based reporting

Communication	• Excellent report writing, presentation, and stakeholder communication skills.
Strategic Alignment	• Understanding of how M&E supports strategic planning and policy outcomes
Digital Literacy	• Data visualization, database management, and use of digital dashboards.
Professionalism	• Accuracy, attention to detail, confidentiality, and adherence to deadlines
Values	• Transparency, Reliability, Accessibility, Communicativeness, Effectiveness, Responsiveness

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Change to Job Description:

From time to time, it may be necessary to change the Job description as per changing operational needs. Investment Fiji may initiate the changes as it deems necessary.