Position Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Monitoring, Evaluation and Research Manager</th>
<th>Position No.</th>
<th>Locally employed staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team</td>
<td>Strategy</td>
<td>Classification</td>
<td>Full time</td>
</tr>
<tr>
<td>Department</td>
<td>ABC International Development (ABCID)</td>
<td>Schedule Roster Cycle</td>
<td>Non-rostered</td>
</tr>
<tr>
<td>Location</td>
<td>Port Moresby, PNG</td>
<td>Band / Level</td>
<td>N/A</td>
</tr>
<tr>
<td>Reports to</td>
<td>PNG Team Leader and technical reporting to Lead Design and Evaluation in Australia</td>
<td>HR Endorsement</td>
<td>N/A</td>
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</table>

Purpose: This position manages the delivery of monitoring, evaluation, and research for all ABCID managed projects in PNG. This role will be part of ABCID’s leadership team and will supervise two monitoring and evaluation officers.

Background:
ABC International Development (ABCID) manages and implements media development and communication for development projects throughout the Asia Pacific region. ABCID is currently delivering three projects in PNG:
- The Media Development Initiative (MDI) builds the capacity of media to increase voice and accountability to the citizens of PNG. Currently this program focuses on support for high quality journalism that reflects all audiences, election reporting and media’s role in elections, COVID-19 support and the use of multiple platforms and formats to communicate on key development issues with citizens,
- the Australian Humanitarian Partnership (AHP) CANDO project which works with churches that are raising awareness of COVID-19 from a theological perspective,
- and the AHP ABCID/Oxfam COVID-19 Risk Communications and Community Engagement (RCCE) project which will support AHP partners by addressing misinformation about COVID-19.
More information can be found on the [ABCID website](#).

Key Accountabilities
- Lead the implementation of the monitoring and evaluation (M&E) plans and day-to-day monitoring and evaluation activities for ABCID PNG.
- Liaise with ABCID project teams to ensure that activities are baselined, measured, and evaluated.
- Support the development of M&E frameworks and plans for new projects as necessary.
- Communicate regularly with ABCID research analyst/lead on proposed M&E and research frameworks as part of finalisation and oversight process.
- Communicate regularly with ABCID Program Manager PNG on M&E and Research activity progress, risk management, adherence to policies and contractual obligations.
- Provide appropriate M&E reporting and high-quality performance information as required. This includes contributing to weekly updates and recurrent and end of project reporting.
- Supervise and mentor in-country M&E Officers in their roles to contribute to high-quality M&E data and analysis.
- Manage and contribute to Research activities including:
  - Support outsourcing and contracting of research activities as required and with support from ABCID Program Manager
  - Coordinate any research activities as directed to this position as part of ABCID project workplans and additional research roles as required.
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- Contribute to the design, implementation and reporting on specific research activities as required by the projects with support from ABCID research team.
- Innovate research methodologies to support in country activities.
- Support various stages of research operations such as research design, methodology, quality control measures, data analysis and reporting.
- With supervision, play a key role in presenting research findings to relevant stakeholders.
- Contribute to and share ideas about monitoring, evaluation, and research within ABCID.
- Providing advice to PNG Team Leader and senior ABCID management as requested.
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.
- Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.

Key Capabilities/Qualifications/Experience

1. Relevant tertiary qualifications in monitoring and evaluation, research, communications, media and/or development.
2. At least five years’ experience in M&E or research related to project delivery, preferably including some management experience.
3. Understanding and strong interest in media and communications for development.
4. Demonstrable understanding of cultural diversity and cross-cultural research.
5. Experience planning and organising for research activities including management of staff.
6. Demonstrated time management and work planning skills.
7. Hold a current driver’s licence.
8. Experience of managing qualitative research independently including organising face to face interviews, telephone interviews, data analysis and reporting/ Excellent interpersonal and diplomatic skills.
9. Strong reporting skills and experience in writing reports and presenting them will be an advantage.
10. Conduct and agree to abide by the DFAT PSEAH policy as a condition of employment/engagement. Understanding of the PNG media and health landscape and its challenges.
11. Awareness of, and commitment to, the ABC Principles of ‘We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent’.
12. Understanding of the relevance and scope of ABC policies and a commitment to adhere to these, particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Principles.
13. Ability to communicate effectively and build relationships with people from a range of diverse backgrounds. Experience using remote communication platforms such as Facebook Live, Microsoft Teams and Zoom desirable.
14. Commitment to child protection as ABCID is a child safe work environment.
15. Commitment to the DFAT Preventing Sexual Abuse, Exploitation and Harassment Policy (PSEAH).

Note: All applicants must undergo our child safe recruitment procedures and adhere to the ABCID and DFAT Child Protection/Safeguarding Children and PSEAH policies. All staff must sign and agree to conform to the Safeguarding Children Policy and Code of with the organisation including, but not limited to, a police check.