



NEW ZEALAND
FOREIGN AFFAIRS & TRADE

POSITION DESCRIPTION

Position Title

Advisor Monitoring, Evaluation and Research (1.0 FTE)

Reports To

Unit Manager Evaluation and Research

Group

Pacific and Development Group (PDG)

Date Created/Updated

February 2019

About the Ministry

The Ministry of Foreign Affairs and Trade (the Ministry) acts in the world to make New Zealanders safer and more prosperous.

Our purpose is to create the international conditions and connections for New Zealand and New Zealanders to thrive.

Our work:

Kaitiakitanga

- delivers solutions to global challenges, for the benefit of present and future generations;

Leadership

- amplifies New Zealand's influence and standing in the world;

Prosperity

- delivers improved prosperity for New Zealand and our region;

Stability

- delivers security and resilience to our country, our people, and our region.

Our values are professionalism, leadership, respect, collaboration and innovation.

About the Group

Pacific and Development Group (PDG) leads an integrated approach to New Zealand's diplomatic and development engagement with Pacific countries and is responsible for the delivery of the New Zealand Aid Programme in the Pacific and globally.

About the Division

The Development Capability and Insights (DCI) Division supports effective and efficient delivery of the New Zealand Aid Programme and enables the Ministry to account for results achieved through investment of the aid budget, along with foreign policy engagements. DCI empowers, supports and coaches people and partners with the knowledge, tools and the confidence to succeed. Our division provides business practice advice, PDG specific capability development, evidence-informed evaluation and research, data analytics on our performance and planning support, International Development policy, legal advice and reporting.

About the Position

The Monitoring, Evaluation and Research Adviser is primarily responsible for the effective delivery of a portfolio of monitoring, evaluation and research work and for supporting and coordinating activity level evaluations. They will also actively contribute to building an evaluative culture and support good monitoring, evaluation and research practice within the Ministry.

The Evaluation and Research Adviser is a 1.0 FTE position.

Key Accountabilities

The following key accountabilities of this role assist in delivering the Ministry's purpose.

Role Specific

- Manage and deliver a portfolio of activity and strategic monitoring, evaluation and research work
- Provide expert advice and support for building evidence informed activity level business cases (this involves problem analysis and intervention logic)
- Develop, review and refresh activity level MERL frameworks
- Provide expert advice, support and training for monitoring, evaluation and research work to PDG and our partners which is contextually and culturally appropriate
- Support the continuous improvement of the monitoring, evaluation and research system, policy, process and practice
- Disseminate and promote learning from monitoring, evaluation and research work to ensure it is utilised by PDG and our partners
- Actively participate in building an evaluative and learning culture across the Ministry

Leadership

- Contribute to the division's delivery of its planned and agreed activity stream to realise its strategic priorities and high level outcomes

Relationship Management

- Develop and maintain key relationships both internally and externally in order to advance the Division's objectives

Organisational Responsibilities

- Demonstrate the organisation's values, goals, policies and procedures in all aspects of work
- Understand the Ministry's strategic priorities and high-level outcomes framework and how this role contributes to the framework
- Understand and apply the strategic context in which the Ministry operates, including priorities and perspectives of the Ministers, partner agencies and external stakeholders
- Contribute to the preparation and reporting requirements of the Ministry's accountability documents
- Understand tikanga and Treaty of Waitangi principles and have sufficient appreciation of Te Reo Māori to be able to apply the Ministry Māori dimension, underpinned by Ministry values, in a way that is relevant to the context of our business
- Using the Ministry's Capability and Leadership Frameworks, identify and participate in opportunities for learning and development, including through regular coaching and mentoring
- Identify and pursue opportunities to build specialised skills, knowledge and experience aligned with the Ministry's Strategic Framework
- Contribute to Ministry-wide projects and emergency response situations
- All other duties as requested by the employer

Knowledge Management

- Contribute to the continuous development of the Ministry's knowledge base by using the Ministry's internal systems, sharing information and data with relevant internal stakeholders

Health and Safety

The Ministry is committed to providing a safe and healthy working environment for all staff, including contractors and other workers, both on and offshore.

You are responsible for:

- taking reasonable care of your own and other's health and safety and being mindful of the effect of your actions (or lack of action) on the health and safety of others
- complying with reasonable Ministry instructions to ensure the Ministry is able to comply with the Health and Safety at Work Act 2015
- cooperating with health and safety policies and procedures
- identifying and reporting hazards, injuries, illness and incidents (including near misses) that arise from your work or in the workplace

- identifying and eliminating or mitigating health and safety risks so far as reasonably practicable and consulting with others in doing so
- raising health and safety matters with your manager or health and safety representative (or contact as appropriate)
- ensuring that all health and safety incidents, injuries, near misses are immediately reported through the HR Kiosk
- ensuring that significant hazards and risks or critical incidents are drawn to the immediate attention of your Manager.

Qualifications, Experience, Knowledge & Skills

Qualifications

- Post-graduate degree in a relevant field or equivalent professional experience
- Membership of relevant professional body

Experience

- Demonstrated experience in monitoring, evaluation and/or research, preferably in public sector and/or in the international development context
- Demonstrated experience in:
 - Designing and/or managing and/or undertaking monitoring and/or evaluation and/or research
 - Managing external providers and contracts to deliver timely, high quality and useful monitoring, evaluations and research
- Demonstrated experience working in a cross-cultural environment and/or international development context

Knowledge

- Sound knowledge of monitoring and/or evaluation and/or research theory and practice
- Understand at a strategic level, the key opportunities and risks for New Zealand in its Aid relationships
- An in-depth knowledge and understanding of Pacific development issues and trends
- Strong understanding of tikanga and Treaty of Waitangi principles
- Understanding of the Machinery of Government and the Government decision making process

Skills

- Strong written and verbal communication skills
- Proven ability to convey complex information logically and concisely
- Ability to research and analyse issues and demonstrate appropriate recommendations
- Proven ability to prioritise issues and activities and to delegate work effectively

- Strong project management skills, planning and organising skills and the ability to manage a work programme
- Strong interpersonal skills with an ability to work successfully with a diverse range of people
- An ability to build, maintain and leverage relationships with key internal and external contacts
- An ability to think strategically and contribute to group decision making
- The ability to respond to and work effectively in pressure situation
- A high level of judgement and decision making skills
- Ability to work effectively with colleagues across the group and wider Ministry
- Good negotiation and contract management skills
- Strong qualitative and quantitative analytical skills
- Excellent policy development skills
- Ability to influence new ideas, coach, share knowledge and work cooperatively within and across teams

Relationships

The position is required to build and maintain the following relationships:

Internal

- Divisional and/or Unit Manager
- Group and division staff
- Other MFAT staff, both onshore and offshore

External

- Other government departments and agencies
- International Development Agencies
- Partner Governments
- Other organisations and individuals as appropriate

Mandatory Role Requirements

- You must be able to obtain and maintain an appropriate New Zealand Government Security clearance.