



Contact Landline: +675 74593108 Email: communications@pngbcfw.org Website: www.pngbcfw.org

POSITION DESCRIPTION

Position Title: Monitoring, Evaluation and Learning Officer (MEL)

Employment Type: Full-Time

Location: Port Moresby

Reports To: Executive Director

ABOUT THE BUSINESS COALITION FOR WOMEN

OUR VISION: Women have an equal place in decision making, leadership and nation building in PNG.

OUR PURPOSE: Led by the private sector, we work for gender equity, safety and empowerment of women and girls in PNG.

Launched in 2014, the Business Coalition for Women (BCFW) is the leading voice for gender equity in Papua New Guinea. BCFW is a membership-based organisation comprising private sector companies of all sizes and other public sector and community organisations.

BCFW's strategic planning has identified the following goals as being key to achieving its mission.

Pillar 1)	Economic opportunities and participation of women
Pillar 2)	Women in leadership and decision making
Pillar 3)	Prevention of gender-based violence and workplace safety
Pillar 4)	Knowledge creation and systems changes

POSITION SUMMARY

The Monitoring, Evaluation, and Learning (MEL) Officer is responsible for developing and implementing effective MEL systems to track progress, measure impact, and inform program improvements. The role involves designing MEL frameworks, conducting data collection and analysis, and fostering a learning culture within the organisation. The MEL Officer will work closely with program teams, partners, and stakeholders to ensure data-driven decision-making and continuous improvement of programs.

KEY RESPONSIBILITIES

Monitoring & Evaluation:

- Develop and implement MEL frameworks, plans, and tools for projects and programs.
- Track program outputs, outcomes, and impacts against key performance indicators.
- Conduct regular meetings with program teams to confirm project implementation and verify data quality.
- Ensure accurate and timely data collection, analysis, and reporting.

Data Management & Analysis:

- Design and manage data collection tools and databases.
- Conduct qualitative and quantitative data analysis to assess project performance.
- Generate reports and visualizations to communicate findings effectively.



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Learning & Knowledge Management:

- Facilitate learning sessions, after-action reviews, and program reflections.
- Document and share lessons learned and best practices across teams and stakeholders.
- Support the development of case studies and success stories.

Capacity Building:

- Train staff and partners on MEL concepts, tools, and best practices.
- Strengthen MEL capacity within the organisation and among stakeholders.

Compliance & Reporting:

- Ensure compliance with donor and organisational MEL requirements.
- Prepare and submit high-quality MEL reports for internal and external stakeholders.
- Support proposal development by providing MEL inputs

SELECTION CRITERIA

1. Hold a relevant qualification such as a Bachelor's or Master's degree in Monitoring & Evaluation, Social Sciences, International Development, Statistics, or a related field.
2. Have a minimum of 3 years of experience in MEL within an NGO or development organisation.
3. Demonstrate strong knowledge of MEL methodologies, including qualitative and quantitative research methods.
4. Demonstrate proficiency in data analysis software (e.g., SPSS, Stata, Excel, or similar).
5. Experience in designing MEL frameworks, tools, and databases.
6. Excellent report-writing and communication skills.
7. Ability to work collaboratively with diverse teams and stakeholders.
8. Familiarity with donor reporting requirements (e.g. DFAT, UN agencies).

Desirable

- Adaptability and willingness to learn new technologies and approaches.
- Current police check
- Current drivers licence

HOW TO APPLY

To be considered for this role, please provide the following information to the selection panel for assessment of your suitability:

- Your current resume.
- At least 2 referees.
- A letter outlining your knowledge, skills and experience as described above under 'SELECTION CRITERIA' (2 pages maximum).

Please submit your resume and letter addressing the selection criteria to communications@pngbcfw.org by 5pm, COB Friday 15th August, 2025.