



**Kingdom of Tonga.**

Tonga National Centre for Women and Children Tonga, By-Pass Rd, Halaleva  
P. O. Box 2920, Nuku'alofa, Tonga Islands, South Pacific.  
Phone & Fax: (676) 26-567; Email: [tncwcinfo@gmail.com](mailto:tncwcinfo@gmail.com)

## **JOB DESCRIPTION**

### **Monitoring and Evaluation/Communication Officer**

Location: Nuku'alofa  
Duration: 1 year with possibility of extension (depending on funding availability)  
Reports to: Director

#### **Role Overview**

The M&E/Communications officer will be responsible for implementing the TNCWC Monitoring and Evaluation Plan (M&E Plan) and monitoring and evaluation systems. The role will work closely with the WEE and EVAW teams. It also includes other tasks to ensure regular assessment of the program's progress towards outcomes, inform program decision making and ensure learning leads to program improvement. The role will also be responsible for providing support with communications and media relations.

#### **Program Summary**

The Tonga National Centre for Women and Children (TNCWC) was established as the Catholic Women's League Project in 1995, a crisis centre for women and children experiencing domestic violence. The centre's name was changed to the TNCWC in order to support access by those of all denominations, and currently provides counselling, advocacy and community awareness-raising to support women and children affected by violence.

TNCWC has also integrated an initiative within their current scope of work which is the WEE project and it includes expanding business opportunities, job connections, skills and business training and connecting women to appropriate and safe financial services. The WEE project works in parallel with the TNCWC EVAW programs and both funded through the DFAT *Pacific Women* Program.

TNCWC has been supported through the *Pacific Women* Program in Tonga for last the 3 years. Their Women's Economic Empowerment Program which was piloted in 2017 and runs concurrently with their counselling services has been gaining momentum todate. The *Pacific Women* Support Unit office in Fiji and well as Tonga DFAT Post continues to provide remote and face to face technical support in the enhancing of the TNCWC program.





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## **Specific Responsibilities**

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### ***Monitoring & Evaluation***

- **Support the implementation of the TNCWC Monitoring, Evaluation and Learning (MEL) Plan, including reporting requirements and data collection tools.**
- Working with other team members, facilitate team reflections to support the drafting of six-monthly progress report in accordance with *Pacific Women* and other donor guidelines and formats.
- Undertake field visits as required by the program to monitor performance.
- Provide relevant information to team members and stakeholders to ensure M&E findings are regularly discussed and fed into program decision making processes.
- Cofacilitate and support M&E related training and capacity building for project staff.

### ***Communications***

- Responsible for regular updates of TNCWC website and official Facebook page
- Identify and develop stories for publication.
- Organize public awareness raising activities.
- Coordinate media activities including media lists, media monitoring, press conferences and/or media releases including dissemination to media for publishing.
- Develop, publish, and disseminate media friendly communication products such as brochures, factsheets and publications.
- Draft annual communication workplans for TNCWC
- Support in organizing special events such as launching, donor engagement, etc.

### ***Capacity Building & Knowledge Management***

- Facilitate and support learning agendas, collaboration, learning and adapting, and knowledge management activities; all aimed at facilitating effective collaboration and promote learning and sharing among stakeholders.
- Document case stories and best practices for learning and sharing among stakeholders.
- Generate knowledge management products on M&E such as handbooks, toolkits for indicators, lessons learnt reports and others.





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### **Skills and experience required**

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- Tertiary qualification in Communication, Project Management, Social Sciences, International Relations or a related discipline
- A minimum of 2 years' experience, directly working in monitoring and evaluation.
- Experience on a donor-funded program or projects
- High level analytical and report writing skills.
- Knowledge and experience in implementing monitoring and evaluation framework and systems, including conducting or managing evaluations.
- Experience with social media and media, and ideally event organising
- High level computing skills, including word processing, excel spreadsheets, email and project databases.
- Experience in performing to a high level with minimal supervision.
- Enthusiasm to work as part of a small team, to take responsibility for specific tasks, and the ability to deliver agreed tasks on time Proficiency in spoken and written English and Tongan.
- Experience working on WEE, gender, VAWG, or similar areas highly regarded

### **Remuneration**

Successful candidate will undergo a 3-month probationary period at a starting rate of TOP \$20,000 to a maximum of \$24,000 per annum.

