



# RDA Temporary Employment Opportunity



Opening Date:	24th April 2025
Closing Date:	24th May 2025
Job Title:	Policy Monitoring and Evaluation Specialist
Location:	Cyril B. Romney Tortola Pier Park   1-2/F, 52 Pier Park Drive – Unit 8
External Agency:	Virgin Islands Recovery and Development Agency (RDA)
Assignment Duration:	Full time Secondment; Minimum period of eighteen months (18)

ORGANISATIONAL BACKGROUND

The Government of the Virgin Islands in collaboration with the Virgin Islands Recovery and Development Agency (RDA) invites qualified and professional applicants to apply for the position of **Policy Monitoring and Evaluation Specialist**.

PURPOSE

Define output and outcome results for planning, monitoring and evaluating the delivery of projects, including assessing achievement of results and value for money.

RESPONSIBILITIES

1. Design and maintain the RDA Performance, Monitoring and Evaluation (M&E) Results, Value for Money, and Contractor Evaluation frameworks for the Agency to ensure accountability and transparency at all levels.
2. Maintain independence of the M&E function to ensure objective review of project progress.
3. Lead and track the implementation of the monitoring process.
4. Provide technical leadership to capture and communicate programme results, as well as ensure high-quality, timely, valid and verifiable data collection, analysis and reporting.
5. Lead on design and production of economic analysis to support project planning and delivery, including compiling and analysing economic data as inputs to programme and project planning.
6. Provide specialist analysis and input to the production of business cases and statements of requirements/project proposals in collaboration with Ministries.
7. Ensure a process of continual learning and adaptation resulting from political and economic analysis of various sectors across public and private sectors.
8. Provide support to Communication team in displaying achievements through mediums such as production of infographics and data demonstrations and visualisations.
9. Oversee preparation of monthly, quarterly and annual progress reports on the status of project implementation; and contribute to other RDA reports as required.

PREFERRED SKILLS AND COMPETENCIES

- Master's degree (or relevant professional experience) in social sciences (economics, statistics), public policy/administration, international affairs, development studies, or related field.
- Bachelor's degree in social sciences, international affairs, development studies, or related field.
- 5 – 7 years progressive experience in M&E, policy and/or data analysis managerial or senior roles.
- Proven experience managing multi-year, complex projects.
- Experience in qualitative and quantitative research
- Experience of value for money assessments and cost benefit analysis preferred
- Excellent decision-making and leadership capabilities
- Excellent analytical, presentation, and communication skills
- Ability to quickly/easily adjust to changing priorities/direction
- Demonstrated experience using requisite software

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Office and field environment; travel from site to site; exposure to computer screens.

HOW TO APPLY

The cover letter, resume, and academic qualifications and certifications of interested public officers are to be submitted to the Department of Human Resources at the below address by the closing date.

Director of Human Resources  
Department of Human Resources  
RJT Building  
Road Town, Tortola VG 1110  
British Virgin Islands

Or by email: [hrdbvi@gov.vg](mailto:hrdbvi@gov.vg)

Programme Details:

The temporary employment provides an opportunity for public officers to further enhance their knowledge, skills and overall competencies by being shifted, for a period of time, to employment with the RDA.

Application Process:

Submit cover letter, resume, academic qualifications and certifications to the Department of Human Resources.