

Monitoring, Evaluation and Learning Coordinator-NCP MASS

About Palladium

Palladium is a global company working to design, develop and deliver positive impact on the lives and livelihoods of people around the globe; broaden access to health, water, power, and infrastructure; build enduring, sustainable, and transformative institutions and market systems to address global challenges; and conserve the natural world. We operate in over 75-plus countries and have a workforce of 2,000 talented, motivated, and diverse staff of all religions, races, languages, and gender identities.

About the Program

The New Colombo Plan (NCP) is an initiative of the Australian Government which aims to lift knowledge of the Indo-Pacific in Australia by supporting Australian undergraduates to study and undertake internships in the region. Students undertake scholarship programs, participate in Mobility projects, and on completion become alumni. [About the New Colombo Plan | Australian Government Department of Foreign Affairs and Trade](#)

Palladium is contracted by the Department of Foreign Affairs and Trade (DFAT) to manage the NCP Managed Administrative and Support Services (MASS) program which underpins the effective operation of the scholarship, mobility and alumni streams, and provides the cross-cutting functions of finance, communications, business engagement, risk management, and monitoring, evaluation and learning (MEL).

This Opportunity

The MEL Coordinator is responsible for coordinating implementation of the annual MEL Plan, in line with the NCP results framework, with the aim of:

- generating and developing insights regarding the extent to which the planned outcomes and results of the NCP are being realised
- providing the basis for effective decision-making regarding operations and continuous improvement
- collating results to articulate a 'whole of NCP story' for stakeholders with an interest in the ongoing support of a high-quality program

The position is based in Adelaide, but applicants from other locations in Australia will also be considered. Flexible working arrangements can be accommodated, although the role is full-time

Reporting Lines

The MEL Coordinator reports to the Director, NCP MASS. The MEL Coordinator will work closely with and be provided with specialist technical advice and guidance by the MEL Advisor.

The position will work closely with other NCP team members involved in data management and reporting, and will coordinate with MASS managers and project leads to gather, analysis and report on MEL data and evidence on program results and learning.

Primary Duties and Responsibilities

The MEL Coordinator will:

- lead and coordinate delivery of the required NCP MEL functional services effectively and efficiently, in line with the NCP performance and results frameworks, contract requirements and annual work plan
- ensure that the schedule of MEL requirements as outlined in the MEL Plan (2025-26) is completed on time and to standard
- develop and implement a range of data collections as outlined in the MEL Plan, which may include surveys, interviews, and focus groups, as well as analysing data extracted from NCP management information systems and databases for the scholarships, mobility and alumni program areas.
- analyse, report and present on data and evidence through multiple and appropriate MEL and data management approaches, and coordinate development of key MEL products and reports.
- provide MEL content for required ad hoc and regular program reports, as well as discussion papers and presentations as required
- contribute to preparation of annual program performance and results reports, including the NCP Annual Program Report, which reports on program results against MEL Framework results indicators, and NCP's annual report against performance indicators in the DFAT Corporate Plan
- support design and delivery of program reflection sessions based on MEL data and program results, both internally and with the client
- inform and advise the MEL Advisor and Director on progress on issues relating to MEL implementation and delivery as planned
- track the collection of data as it relates to required reporting of progress against planned outputs and outcomes
- ensure information and data provided and presented is accurate, timely and provided in agreed formats
- incorporate lessons learned to continuously improve on MEL delivery
- contribute to the development of MEL understanding capacity across the NCP MASS team
- attend and inform NCP MASS, DFAT and stakeholder meetings as required

Required Skills and Competencies

Essential

- Demonstrated MEL experience in a program or organisational context, including the use of performance measures in tracking program or organisational results
- Demonstrated ability in using quantitative and qualitative MEL approaches including data extraction and management, surveys, interviews, and case studies
- Demonstrated experience of employing MEL data and information to inform reports, discussion papers and presentations for clients and stakeholders, as well as for internal purposes
- Demonstrated proficiency in working with data collection and reporting software such as Qualtrics
- Demonstrated proficiency in Microsoft Excel (intermediate to advanced levels) including use of data analysis functions;
- Demonstrated ability to work independently and as part of a team in delivering MEL program services.
- A degree or advanced professional qualification in monitoring & evaluation, social science research or another relevant analytic field
- Experience of working for DFAT and/or the Australian higher education sector on research, monitoring and evaluation for programs relating to scholarships, outward mobility, international development and/or public diplomacy is highly desirable

Desired Core Competencies

- Professional performance standards in the delivery of MEL program services
- Critical thinking and innovation
- Collaboration and inclusion
- Business acumen
- Accountability

Choose Palladium

If you are looking for an opportunity that will allow you to create a positive impact in the international education space, then this is the place for you.

If you are interested, **please submit a CV and cover letter setting out your skills and experience against the above criteria via the Palladium International Careers page: ([Palladium Career](#))**.

Applications close **04 July 2025**. Applications will be assessed on a rolling basis. *For more information about the role, please send your inquiry to NCP Recruitment: ncp.recruitment@thepalladiumgroup.com*

Please note:

- ***We are only accepting applications from candidates with full working rights in Australia as this role is unable to be sponsored; and***
- ***We do not accept resumes from recruitment agencies for this role.***

Equity, Diversity & Inclusion - Palladium is committed to embedding equity, diversity, and inclusion into everything we do. We welcome applications from all sections of society and actively encourage diversity to drive innovation, creativity, success, and good practice. We positively welcome and seek to ensure we achieve diversity in our workforce; and that all job applicants and employees receive equal and fair treatment regardless of their background or personal characteristics. These include: (but are not limited to) socio-economic background, age, race, gender identity and expression, religion, ethnicity, sexual orientation, disability, nationality, veteran, marital or Indigenous status.

Should you require any adjustments or accommodation to be made due to a disability or you are a neurodivergent individual or for any other circumstance, please email our team at accessibility@thepalladiumgroup.com and we will be in touch to discuss.

Palladium recognizes Aboriginal and Torres Strait Islander Peoples as the Traditional Custodians of the country throughout Australia, and we pay our respects to Elders past, present, and future.

Safeguarding - We define Safeguarding as “the preventative action taken by Palladium to protect our people, clients and the communities we work with from harm”. We are committed to ensuring that all children and adults who come into contact with Palladium are treated with respect and are free from abuse. All successful candidates will be subject to an enhanced selection process including safeguarding-focused interviews and a rigorous due diligence process.